

UNITED STATES AIR FORCE

# OCCUPATIONAL SURVEY REPORT

OPERATIONS/READINESS  
CAREER LADDERS

AFSCs 3E6X1/3E9X1

AFPTs 90-3E6-026/90-3E9-018

OCTOBER 1996

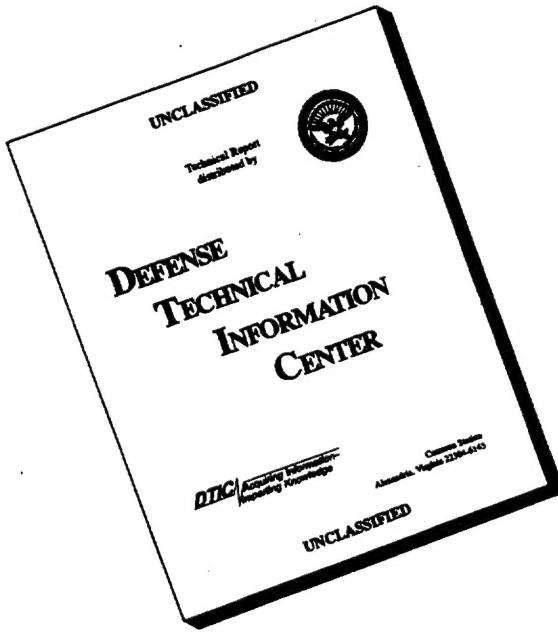
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## PREFACE

This report presents the results of an Air Force Occupational Survey of the Operations (3E6X1) and Readiness (3E9X1) career ladders. Authority for conducting occupational surveys is contained in AETCI 36-2601. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by CMSgt Herschel L. Firebaugh, Inventory Development Specialist. Mrs. Jeanie C. Guesman provided computer programming support, and Mr. Richard G. Ramos provided administrative support. 2Lt Karla K. Rudert, Occupational Analyst, analyzed the data and wrote the final report.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the AF Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph Air Force Base Texas 78150-4449 (DSN 487-6623).

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## SUMMARY OF RESULTS

1. *Survey Coverage:* The Operations (AFSC 3E6X1) and Readiness (AFSC 3E9X1) career ladder incumbents were surveyed to obtain current task and equipment data for use in examining training programs. Survey results are based on responses from the 407 Operations and the 356 Readiness members worldwide. All commands were proportionately represented.
2. *Career Ladder Structure:* Structure analysis identified 3 clusters and 11 independent jobs (IJ): MAJCOM Management Cluster, Facilities Management Job, Training Job, Operations Plans and Programs Job, Logistics Job, NCOIC and Superintendent Job, Formal Training Instruction and Instructor Supervision Cluster, Readiness Logistics Job, Prime BEEF Cluster, Computer Operations Job, Self Help Controller Job, Zonal Operations Job, Scheduler Job, and Service Call Technician Job.
3. *Career Ladder Progression:* Progression in the 3E6X1 career ladder follows a pattern of technical job focus at the 3- and 5-skill level, with higher emphasis on management and supervision at the 7- and 9-skill levels. Emphasis is seen in performing Zonal and Customer Service and Work Information Management System (WIMS) duties at the 3- and 5-skill levels with a progression into managerial and supervisory duties as 7- and 9-skill levels. Nine-skill level members spend very little time performing technical tasks.

Progression in the 3E9X1 career ladder follows a pattern similar to the 3E6X1 career ladder, with technical job focus at the 5-skill level and managerial and supervisory focus at the 7- and 9-skill levels. Five-skill level members spend their time training and maintaining disaster preparedness equipment, 7-skill level members spend their time training and managing, and 9-skill level members spend their time managing and planning.

4. *Training Analysis:* A review of the 3E6X1 and 3E9X1 Specialty Training Standards (STS) showed 50 percent of the 3E6X1 STS items and 33 percent of the 3E9X1 STS items were unsupported by survey data. POI analysis revealed a high number of unsupported elements in the areas of performing contingency tasks, workforce management, and workforce management analysis. Training personnel and subject-matter experts (SMEs) should review these unsupported STS items to determine if inclusion in future revisions is warranted.
5. *Job Satisfaction Analysis:* Overall, AFSC 3E6X1 and 3E9X1 members appear to be less satisfied with their jobs than members of a comparative sample of direct support and command support lateral entry career ladder personnel. Furthermore, members of the 3E6X1 current sample appear nearly as satisfied with their jobs as previous AFSC 3E6X1 (formerly AFSC 555X0) personnel surveyed in 1988, and the current first-assignment AFSC 3E6X1 respondents appear more satisfied with their jobs than those respondents surveyed in 1988. Current 3E9X1 members are as satisfied with their jobs as previous AFSC 3E9X1 (formerly AFSC 05XX/242X0). Job satisfaction data of specific career ladder jobs show most job members find their work to be interesting and feel their training is being properly used. Respondents in three jobs--

the Self Help Controller Job, Scheduler Job, and Service Call Technician Job--expressed little interest in their jobs and feel less sense of accomplishment from their work than their counterparts.

6. *Implications*: The present classification structure, as described in AFMAN 36-2108 *Specialty Descriptions*, accurately portrays the jobs in this study. Analysis of career ladder documents indicates that the 3E6X1 STS was unsupported by survey data in the areas of workforce management, analysis of workforce management, and WIMS. Analysis of the 3E6X1 Plan of Instruction (POI) revealed a high number of unsupported elements. Training personnel and SMEs should review these unsupported STS and POI items to determine if inclusion in future revisions is warranted. Analysis of the 3E9X1 STS was better supported by survey data, but training personnel and SMEs should also review the unsupported STS items.

**OCCUPATIONAL SURVEY REPORT (OSR)  
OPERATIONS AND READINESS CAREER FIELDS  
(AFSCs 3E6X1 AND 3E9X1)**

**INTRODUCTION**

This is a report of an occupational survey of the Operations (AFSC 3E6X1) and the Readiness (AFSC 3E9X1) career ladders completed by the Occupational Analysis Division, USAF Occupational Measurement Center. This survey was performed as part of the 5-year analysis cycle to ensure currency of the occupational survey database. The last survey results for these career ladders were published in separate reports in 1988.

**Background**

As described in the AFMAN 36-2108 *Specialty Description*, dated 31 October 1995, AFSC 3E6X1 Operations members are responsible for activating and managing Civil Engineer command and control centers during wartime, contingencies, and local emergencies. Members process and control work requirements in contingency and wartime and peacetime situations for work performed by base civil engineer (CE) work forces. Members also maintain accountability of resources.

As described in the AFMAN 36-2108 *Specialty Description*, dated 31 October 1995, AFSC 3E9X1 Readiness personnel prepare, maintain, and monitor CE operations plans and supporting documents for mobility, response, and recovery operations. Personnel review and provide input to installation contingency plans, monitor Prime Beef Engineer Emergency Force (BEEF) and conduct disaster preparedness (DP) training. They manage Prime BEEF equipment and supply inventories and coordinate equipment inspections and maintenance. Personnel maintain and inspect nuclear, biological, chemical (NBC), and conventional protective clothing and equipment. Members also conduct NBC warning and reporting functions.

The technical training school for Operations Apprentice, J3ALR3E631, is located at Sheppard AFB TX and lasts 5 weeks. It provides training for work force managers in processing and scheduling concepts for work requests, work orders, and direct scheduled work orders, analysis of data to determine efficiency and effectiveness of work force and customer relations. Training also encompasses command and control concepts including Harvest Eagle and Harvest Falcon assets. Information management systems are used to demonstrate work control methods, and development of tailored reports. Members must be a fully qualified 5-skill level in another civil engineer skill to cross train into this specialty.

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The technical training school for Readiness Apprentices is at Ft McClellan AL. Course J3ALP3E931 instructs airmen and civilians before initial assignment as readiness technicians within an Air Force civil engineer organization for 8 weeks and 3 days. It provides training in Air Force civil engineer organization and career field structure; general contingency responsibilities; Air Force Disaster Preparedness Program, organization, and responsibilities; readiness disaster response planning and supporting document preparation, peacetime response and recovery requirements for major accidents and natural disasters; wartime operations; NBC operations including detection and decontamination, plotting and reporting procedures for NBC hazards, and associated reports; installation training program; and instructor fundamentals. Members no longer need to hold the 5-skill level in another civil engineer skill to train into this specialty.

## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI), AFPT 90-3E9-018/90-3E6-026, dated March 1995. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 51 subject-matter experts (SMEs) at the following locations:

<u>BASE</u>	<u>REASON FOR VISIT</u>
Sheppard AFB TX	Technical Training School
Lowry AFB CO	Technical Training School
Ellsworth AFB SD	28 CES (supports nuclear capability)
Travis AFB CA	60 CES (supports transportation of nuclear weapons and materials by air, major earthquake zone)
Shaw AFB SC	363 CES (supports conventional nuclear capability and nuclear storage facility)
Keesler AFB MS	393 CES (potential hurricane area)
Eglin AFB/Hurlburt Fld FL	1 SOCES (Red Horse)

The resulting JI contained a comprehensive listing of 825 tasks grouped under 21 duty titles and a background section requesting such information as grade, job title, number of hours developing or revising lesson plans, equipment or materials trained to operate or use, equipment or materials training provided to others, special purpose vehicles or equipment trained to operate or use, and probable disaster threats.

#### Survey Administration

Base training offices at operational bases worldwide administered the inventory to all eligible AFSC 3E6X1 and 3E9X1 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, 7-, and 9-skill level populations, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB.

Each individual completing the inventory filled in an identification and biographical information section and checked each task he or she currently performed on the job. After checking tasks performed, each individual rated the tasks checked on a 9-point scale showing relative time spent on that task compared to other tasks performed. The ratings ranged from 1 (very small amount of time spent) to 9 (very large amount of time spent).

To determine relative time spent for each task, all incumbent's ratings are assumed to account for 100 percent of job time. Each individual task rating is divided by the total of all task ratings and then multiplied by 100 to provide a relative percentage of time spent on each task.

#### Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOM) and military paygrade groups. All eligible DAFSC 3E6X1 and 3E9X1 personnel were mailed survey booklets. The 407 respondents in the final 3E6X1 sample represent 65 percent of the total assigned 3E6X1 personnel and 76 percent of the total 3E6X1 personnel surveyed. The 356 respondents in the final 3E9X1 sample represent 70 percent of the total assigned 3E9X1 personnel and 77 percent of the total 3E9X1 personnel surveyed. Table 1A and Table 1B reflect the MAJCOM distribution of assigned AFSC 3E6X1 and 3E9X1 personnel respectively. Table 2A and 2B display the paygrade distribution of the samples. As reflected in these tables, the survey sample is a satisfactory representation of the career ladder population.

TABLE 1A  
COMMAND DISTRIBUTION OF 3E6X1 PERSONNEL

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
USAFE	9	9
AETC	10	12
PACAF	19	19
AIA	3	3
ACC	23	24
AMC	12	10
AFMC	11	11
AFSPACEROM	7	8
OTHER	6	4

OTHER includes USAFA, AFRES, AFSOC, AFOSI, & AFCESA

TOTAL ASSIGNED = 622

TOTAL SURVEYED = 533

TOTAL IN SURVEY SAMPLE = 407

PERCENT OF ASSIGNED IN SAMPLE = 65%

PERCENT OF SURVEYED IN SAMPLE = 76%

TABLE 1B  
COMMAND DISTRIBUTION OF 3E9X1 PERSONNEL

<u>COMMAND</u>	PERCENT OF <u>ASSIGNED</u>	PERCENT OF <u>SAMPLE</u>
USAFE	13	12
AETC	14	14
PACAF	15	16
ACC	24	24
AMC	12	12
AFMC	9	9
AFSPACEROM	7	6
AFCESA	2	3
OTHER	4	4

OTHER includes USAFA, AFRES, AFIC, and AFSOC

TOTAL ASSIGNED = 506

TOTAL SURVEYED = 461

TOTAL IN SURVEY SAMPLE = 356

PERCENT OF ASSIGNED IN SAMPLE = 70%

PERCENT OF SURVEYED IN SAMPLE = 77%

TABLE 2A  
PAYGRADE DISTRIBUTION OF 3E6X1 SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-4	27	27
E-5	27	29
E-6	22	20
E-7	20	20
E-8	4	4

TABLE 2B  
PAYGRADE DISTRIBUTION OF 3E9X1 SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-4	17	17
E-5	36	36
E-6	25	25
E-7	18	18
E-8	3	3
E-9	1	1

### Task Factor Administration

In addition to completing the JI, selected senior 3E6X1 and 3E9X1 personnel also completed a second booklet rendering judgments on task training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the JIs. The information gained from these task factor data is used in various analyses and is a valuable part of the training decision process.

*Task Difficulty (TD)*. TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 54 3E6X1 and 48 3E9X1 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Despite the diversity of functions found within these two AFSCs, interrater reliability was acceptable. Ratings were standardized, so tasks have an average difficulty of 5.00 with a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

*Training Emphasis (TE)*. TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 38 senior AFSC 3E6X1 NCOs and the 48 senior AFSC 3E9X1 NCOs who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel. Then they indicated how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Because of the wide degree of diverse functions in these two career ladders, raters were unable to agree sufficiently on a training policy. In an attempt to obtain reliable data, raters were broken out by AFSC. Rater responses for each of these two AFSCs were examined separately and were found to be acceptable. The average TE rating for 3E6X1 was 1.62, and the standard deviation was 0.64. Any task with a TE rating of 2.26 or above is considered to have a high training emphasis for 3E6X1. The average TE rating for 3E9X1 was 2.06, and the standard deviation was 1.09. Any task with a TE rating of 3.15 or above is considered to have a high training emphasis for 3E9X1.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. These insights may suggest a need for lengthening or shortening portions of instruction for entry-level jobs.

## **SPECIALTY JOBS** (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure. The structure of jobs within the Operations career ladder and the Readiness career ladder were examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Programs (CODAP) creates an individual job description for each respondent. The CODAP hierarchical clustering program then compares all individual job descriptions, locates those descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the *Job*. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent performing tasks, they are grouped together and identified as a *Cluster*. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

### Overview of Specialty Jobs

Structure analysis identified 4 clusters and 10 independent jobs (IJ) in the survey sample. Based on task similarity and relative time spent, the division of jobs performed by 3E6X1 and 3E9X1 personnel is illustrated in Figure 1.

A listing of the clusters and IJs is provided below. The stage (ST) number or group number (GP) shown beside each title is a reference to computer printed information; the number of personnel (N) in each stage or group is also shown.

- I. MAJCOM MANAGEMENT CLUSTER (GP074, N=44)
- II. FACILITIES MANAGEMENT JOB (ST181, N=11)
- III. TRAINING JOB (GP075, N=60)
- IV. OPERATIONS PLANS AND PROGRAMS JOB (ST196, N=19)
- V. LOGISTICS JOB (GP076, N=60)
- VI. NCOIC AND SUPERINTENDENT JOB (GP077, N=20)

# AFSC 3E6X1/3E9X1 Jobs

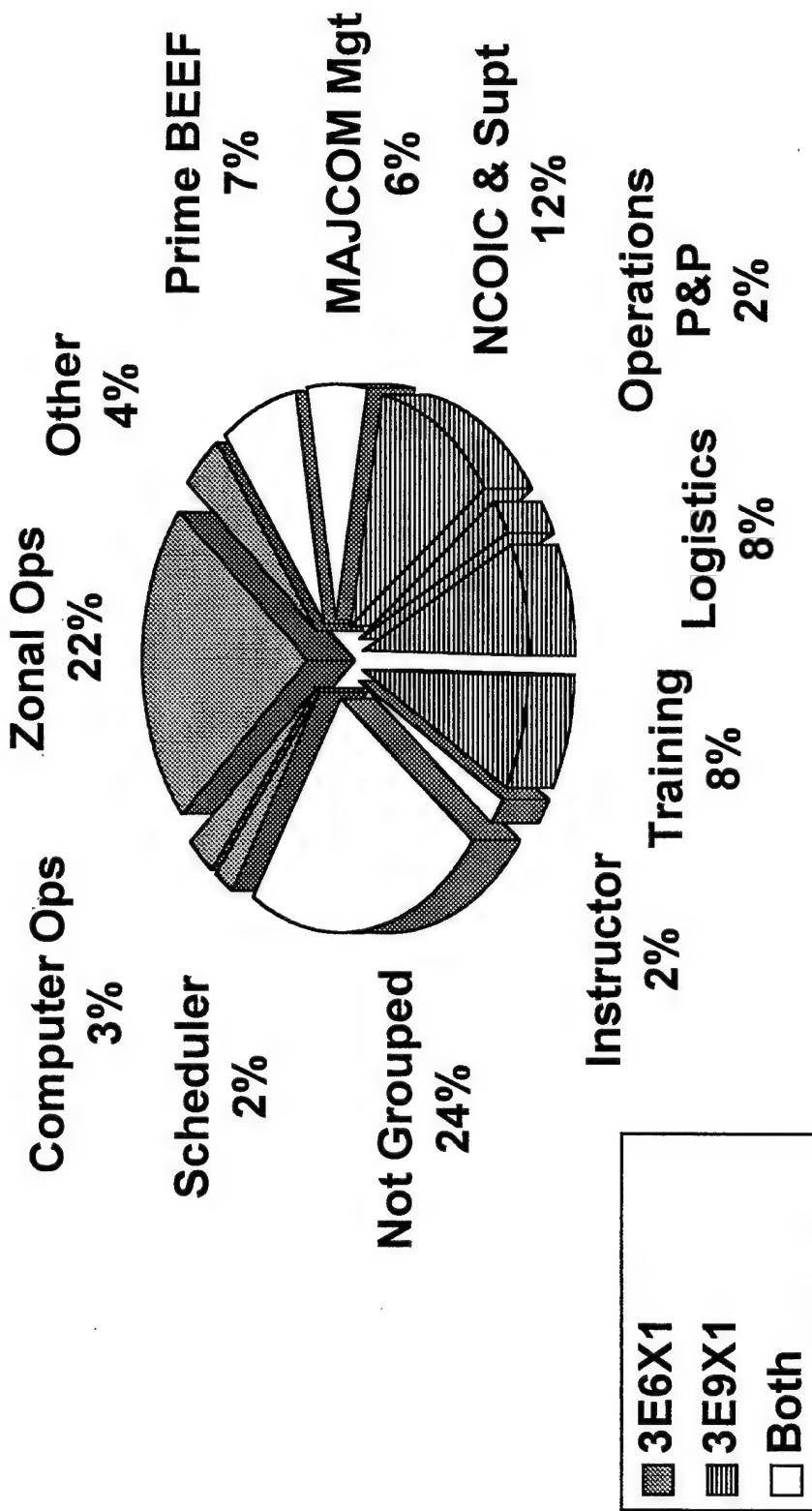


Figure 1

- VII. FORMAL TRAINING INSTRUCTION AND INSTRUCTOR SUPERVISION CLUSTER (ST090, N=16)
- VIII. READINESS LOGISTICS JOB (ST341, N=6)
- IX. PRIME BEEF CLUSTER (ST139, N=57)
- X. COMPUTER OPERATIONS JOB (ST064, N=23)
- XI. SELF HELP CONTROLLER JOB (ST135, N=6)
- XII. ZONAL OPERATIONS JOB (ST145, N=168)
- XIII. SCHEDULER JOB (ST201, N=14)
- XIV. SERVICE CALL TECHNICIAN JOB (ST120, N=8)

The respondents forming these groups account for 76 percent of the survey sample. The remaining 24 percent were performing tasks which did not group with any of the defined jobs. Job titles given by respondents representative of "Other" personnel included Quality Assurance Evaluator, NCOIC Range Maintenance, Heavy Repair Controller, System Operations, and Work Force Management.

#### Group Descriptions

The following paragraphs contain brief descriptions of the 3 clusters and 11 IJs identified in the career ladder structure analysis. Table 3 presents the relative time spent by respondents in each job across each duty listed in the JI. Table 4 displays selected background information, such as DAFSC distributions across each group, average months in service (i.e., Total Active Federal Military Service (TAFMS)), and average number of tasks performed. Also included in the back of this OSR is Appendix A, a list of representative tasks performed by members of each cluster and job.

I. MAJCOM MANAGEMENT CLUSTER (GP074). Two predominantly administrative jobs are performed in this cluster; HQ-level managers and inspectors. Members spend nearly half their time inspecting, directing, and performing general administrative functions. They perform administrative procedures, correspondence, and other higher-level management functions. These jobs are performed by more senior personnel from both the 3E6X1 and the 3E9X1 career ladders. As shown in Table 4, members in this cluster have the

TABLE 3  
RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC JOB GROUPS

DUTIES	MAJCOM Management Cluster GP074	Facilities Management Job ST181	Training Job GP075	Operations Plans & Programs Job ST196
A ORGANIZING AND PLANNING	20	22	9	12
B DIRECTING AND IMPLEMENTING	12	10	3	5
C INSPECTING AND EVALUATING	21	21	5	7
D TRAINING	11	1	33	14
E PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	15	10	5	5
F PERFORMING SUPPLY & EQUIPMENT ACTIVITIES	5	7	5	2
G PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	*	1	*	0
H PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	1	1	*	*
I PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	*	12	0	0
J PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	*	1	1	1
K PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	*	9	*	0
L PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	*	2	0	*
M PERFORMING READINESS MANAGEMENT ACTIVITIES	4	1	2	7
N PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	7	*	3	16
O MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	2	*	10	5
P MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	*	8	7
Q MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	*	*	9	12
R MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	*	*	3	4
S PERFORMING CONTINGENCY TASKS	*	*	3	2
T PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	*	*	*	*

\* Denotes less than .5 percent

NOTE: Columns may not add exactly to 100 percent due to rounding

TABLE 3 (CONTINUED)  
RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC JOB GROUPS

DUTIES	Logistics Job (GP076)	NCOIC & Superintendent Job (GP077)	Formal Training Instruction & Instructor Supervision Cluster (ST090)	Readiness Logistics Job (ST341)
A ORGANIZING AND PLANNING	9	11	8	3
B DIRECTING AND IMPLEMENTING	3	7	5	2
C INSPECTING AND EVALUATING	5	9	10	2
D TRAINING	10	14	34	3
E PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	4	5	6	4
F PERFORMING SUPPLY & EQUIPMENT ACTIVITIES	21	3	5	47
G PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	1	*	*	1
H PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	0	*	1	0
I PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	*	*	*	*
J PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	1	1	*	1
K PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	*	*	*	0
L PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	*	*	*	0
M PERFORMING READINESS MANAGEMENT ACTIVITIES	3	5	2	21
N PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	3	10	1	0
O MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	16	6	20	2
P MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	8	9	3	3
Q MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	9	12	*	0
R MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	3	4	*	0
S PERFORMING CONTINGENCY TASKS	4	4	4	11
T PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	1	*	1	*

\* Denotes less than .5 percent

NOTE: Columns may not add exactly to 100 percent due to rounding

TABLE 3 (CONTINUED)  
RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC JOB GROUPS

DUTIES	Prime BEEF Cluster ST139	Computer Operations Job ST064	Self Help Controller Job ST135	Zonal Operations Job ST145
A ORGANIZING AND PLANNING	9	8	8	8
B DIRECTING AND IMPLEMENTING	6	6	3	5
C INSPECTING AND EVALUATING	11	8	4	3
D TRAINING	16	3	1	2
E PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	5	3	3	1
F PERFORMING SUPPLY & EQUIPMENT ACTIVITIES	11	16	22	4
G PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	*	1	1	*
H PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	*	46	12	14
I PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	*	3	29	30
J PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	1	*	3	9
K PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	*	*	5	15
L PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	*	*	0	1
M PERFORMING READINESS MANAGEMENT ACTIVITIES	27	*	0	*
N PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	*	0	0	*
O MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	1	0	*	*
P MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	2	*	2
Q MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	*	0	1
R MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	*	0	0	*
S PERFORMING CONTINGENCY TASKS	8	3	7	4
T PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	*	*	1	*

\* Denotes less than .5 percent

NOTE: Columns may not add exactly to 100 percent due to rounding

TABLE 3 (CONTINUED)  
RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC JOB GROUPS

DUTIES	Scheduler Job ST201	Service Call Technician Job ST120
A ORGANIZING AND PLANNING	6	1
B DIRECTING AND IMPLEMENTING	6	2
C INSPECTING AND EVALUATING	1	*
D TRAINING	1	0
E PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	1	2
F PERFORMING SUPPLY & EQUIPMENT ACTIVITIES	1	1
G PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	0	*
H PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	28	8
I PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	33	51
J PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	6	19
K PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	10	8
L PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	1	*
M PERFORMING READINESS MANAGEMENT ACTIVITIES	*	0
N PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	*	0
O MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	*	*
P MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	2
Q MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	*	2
R MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	*	0
S PERFORMING CONTINGENCY TASKS	6	1
T PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	*	*

\* Denotes less than .5 percent

Columns may not add exactly to 100 percent due to rounding

TABLE 4

## SELECTED BACKGROUND DATA FOR AFSC 3E6X1/3E9X1 CAREER LADDER JOBS

	MAJCOM MANAGEMENT CLUSTER GP074	FACILITIES MANAGEMENT JOB ST046	TRAINING JOB GP075	OPERATIONS PLANS & PROGRAMS JOB ST196	LOGISTICS JOB GP076	NCOIC & SUPERINTENDENT JOB GP077
NUMBER IN GROUP PERCENT IN CONUS	44 73	11 55	60 68	19 74	60 67	91 70
DAFSC DISTRIBUTION						
3E631	2%	9%	0%	0%	0%	0%
3E651	0%	0%	0%	0%	0%	0%
3E671	11%	82%	0%	0%	0%	1%
3E691	<u>14%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>
3E951	7%	0%	80%	58%	73%	35%
3E971	43%	9%	20%	42%	27%	57%
3E991/3E900	23%	0%	0%	0%	0%	7%
PREDOMINANT PAYGRADE(S)	E6, E7, E8	E4, E5, E6	E5, E6	E4, E5, E6	E5, E6	E5, E6, E7
AVERAGE MONTHS IN CAREER FIELD	144	155	70	103	75	110
PERCENT IN FIRST-ENLISTMENT	0	0	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	71	76	106	149	156	262
PERCENT SUPERVISING	18	64	33	37	27	71

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AFSC 3E6X1/3E9X1 CAREER LADDER JOBS

	FORMAL TRAINING & INSTRUCTOR SUPERVISION CLUSTER ST090	READINESS LOGISTICS JOB ST341	PRIME BEEF CLUSTER ST139	COMPUTER OPERATIONS JOB ST064	SELF HELP CONTROLLER JOB ST135	ZONAL OPERATIONS JOB ST145
NUMBER IN GROUP	16	6	57	23	6	168
PERCENT IN CONUS	13	6	46	43	67	71
DAFSC DISTRIBUTION						
3E631	0%	83%	35%	39%	50%	70%
3E651	0%	17%	0%	4%	17%	1%
3E671	19%	0%	58%	52%	33%	28%
<u>3E691</u>	<u>0%</u>	<u>0%</u>	<u>2%</u>	<u>4%</u>	<u>0%</u>	<u>1%</u>
3E951	38%	0%	2%	0%	0%	0%
3E971	44%	0%	4%	0%	0%	0%
3E991/3E900	0%	0%	0%	0%	0%	0%
PREDOMINANT PAYGRADE(S)	E5, E6, E7	E5, E6, E7	E5, E6, E7	E5, E6	E5	E4, E5, E6, E7
AVERAGE MONTHS IN CAREER FIELD	118	52	109	33	13	30
AVERAGE MONTHS IN SERVICE (TAFMS)	175	99	169	159	145	131
PERCENT IN FIRST ENLISTMENT	0	0	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	113	37	119	35	53	89
PERCENT SUPERVISING	50	0	54	35	17	30

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AFSC 3E6X1/3E9X1 CAREER LADDER JOBS

	SCHEDULER JOB ST201	SERVICE CALL TECHNICIAN JOB ST120
NUMBER IN GROUP	14	8
PERCENT OF SAMPLE	71	63
PERCENT IN CONUS		
DAFSC DISTRIBUTION		
3E631	100%	62%
3E651	0%	13%
3E671	0%	25%
PREDOMINANT PAYGRADE(S)	E4, E5	E4, E5, E6
AVERAGE MONTHS IN CAREER	38	26
FIELD		
PERCENT IN FIRST-ENLISTMENT	0	0
AVERAGE NUMBER OF TASKS PERFORMED	30	22
PERCENT SUPERVISING	7	0

longest average time in service of both career fields. Only 18 percent of the members of this cluster are supervisors. The distinguishing factor between the two jobs is the amount of time spent on specific tasks.

Inspector Job (ST226). Over half of the work performed in this job involves inspection tasks. This includes evaluation of different functions, interaction with IG teams, and presentation of results. No other job groups spend as much time performing inspection tasks. Representative tasks for members of this job include:

- participate in operational evaluations or tests
- develop IG team inspection criteria
- develop joint support plan
- evaluate contractor performance
- investigate incidents or accidents
- evaluate job or position descriptions
- write reports on SAVs
- evaluate inspection report findings

Inspectors are predominantly E-7s and E-8s at the HQ level.

HQ Level Managers (ST157). These members devote more time to purely managerial tasks. These tasks deal with various reports, SAVs, and general correspondence. They are distinguished from other jobs by the amount of time spent performing the following tasks:

- write reports on SAVs
- review inspection reports
- write training reports
- evaluate work schedule
- review outgoing correspondence or messages
- initiate personnel action requests such as AF Forms 2095  
(Assignment/Personnel Action)

Personnel in this job are predominantly in paygrades E-7 through E-9 and all members work at the headquarters level.

II. FACILITIES MANAGEMENT JOB (ST181). This job is also a somewhat nontechnical job and focuses on an average of 71 tasks. Over 60 percent of their time is spent on managerial and administrative duties such as scheduling and maintaining logs for maintenance of facilities and reporting requested work to customers. Representative tasks for members of this job include:

- draft duty rosters
- perform safety and security inspections
- conduct in-house exercises to evaluate specialized team capabilities
- determine approval levels for direct scheduled work job orders
- plan safety and security programs
- schedule maintenance of facilities
- evaluate DP programs for Air Force Reserve and Air National Guard
- maintain BCE job order logs
- review job stoppage reports

As shown in Table 4, members are primarily in the 3E6X1 career ladder. Predominantly E-7s at the 7-skill level, members in this job have the highest average months in their career ladders.

III. TRAINING JOB (GP075). Over one third of the time spent in this job is on training tasks. Members schedule training, conduct various DP and contingency training, and maintain various training records and files. Members in this job spend more time training and preparing for training programs than any other job group. Representative tasks for members of this job include:

- conduct command post augmentee training
- maintain training records, charts, graphs, aids, or files
- coordinate formal training quotas with appropriate agencies
- validate training requirements
- make entries on AF Forms 1098 (Special Task Certification and Recurring Training)
- conduct DP representative training
- schedule training facilities
- conduct mobile training
- conduct DP orientation programs
- conduct disaster preparedness support team (DPST) training direct EST programs
- schedule training sessions, other than EST
- assign Enlisted Specialty Training (EST) trainers

As shown in Table 4, members in the training job are all in the 3E9X1 career ladder and are primarily E-4s through E-6s.

IV. OPERATIONS PLANS AND PROGRAMS JOB (ST196). This is a broad job with members performing high numbers of both technical and nontechnical tasks. Although few personnel perform this job, members perform an average of 149 tasks. Members in this job spend more time than any other job planning and managing DP operations. Members develop criteria for DP programs, develop work methods, and develop checklists for various response procedures. Representative tasks for members of this job include:

- coordinate existing protective shelter requirements with CE
- develop checklists for non-nuclear major accident response procedures
- develop criteria for evaluating DP programs
- develop checklists for natural disaster response procedures
- brief commander on contamination control requirements during major accident responses
- activate mobile command post and assemble appropriate response kits for major accident responses
- participate as member of SRC during major accident or major natural responses
- develop supplements or changes to directives or publications
- coordinate mobility exercise or contingency requirements with appropriate agencies
- solve problems resulting from SAV or inspections

Members in this job are all in the 3E9X1 career ladder. Approximately half of the members hold the 5-skill level and half hold the 7-skill level.

V. LOGISTICS JOB (GP076). This job primarily involves performing supply and equipment activities and maintaining DP equipment. Members issue equipment, maintain equipment records, identify and evaluate supply problems, and maintain budget and supply reports. The high amount of time members spend on supplying and maintaining equipment as well as on training distinguishes them from other job groups. Representative tasks for members of this group include:

- evaluate supply problems
- perform user maintenance on ALAD
- maintain serial numbered listings

issue equipment or supplies  
maintain individual equipment unit (IEU) accounts  
perform inspections or organizational maintenance on response kit trailers  
log issue of equipment or supplies  
research supply documents, such as TAs  
analyze BEAMS in-service work plan (IWP) imbalances  
log turn-ins of equipment or supplies  
maintain base service store (BSS) accounts

Members in this job are in the 3E9X1 career ladder. Nearly three-quarters of the members hold the 5-skill level; the rest hold the 7-skill level.

VI. NCOIC AND SUPERINTENDENT JOB (GP077). Members in this job perform almost two times the number of tasks members in other jobs are performing. Because of the number of tasks they perform, members spend time performing work in almost every duty, but the majority of their time is spent performing managerial and supervisory tasks (Duties A-D) and maintaining major accident response capability during either attack or exercises (Duty Q). As shown in Table 4, members in this job also supervise more (71 percent) than in any other job in these two career ladders. Representative tasks for this job include:

operate NBCCCs during major accident responses  
notify appropriate agencies of support needed for environmental conditions during major accident responses  
operate tactical radios during major accident responses  
activate specialized teams and obtain logistical support during natural disaster responses  
participate as member of SRC during major accident or major natural responses  
conduct resident course classroom training  
collect information for reports to survival recovery center (SRC) during major accident responses  
perform major accident recovery operations  
collect data for inputs to (TEMPEST) RAPID reports  
develop work methods

The majority of personnel in this job are in the 3E9X1 career ladder and are predominantly E-5s through E-7s.

VII. FORMAL TRAINING INSTRUCTION AND INSTRUCTOR SUPERVISION CLUSTER (ST090). Members in this cluster act as classroom instructors or instructor supervisors for other members in the 3E6X1 and 3E9X1 career ladders. The majority of their time is spent training (Duty D), maintaining disaster preparedness equipment (Duty O), and inspecting and evaluating (Duty C). Representative tasks for this job include:

- review training reports
- evaluate training methods or techniques
- implement training programs
- review lesson plans
- validate training requirements
- administer safety programs, such as fire protection, explosive safety, or ground safety
- evaluate training aids for suitability
- conduct chemical warfare defense (CWD) training
- evaluate progress of trainees
- select individuals for specialized training
- write or draft responses to AF Forms 1284 (Training Quality Report (TQR))
- analyze student critiques
- conduct on-scene disaster control group (DCG) training

The distinguishing feature between these two jobs is the supervisory tasks performed by the Instructor Supervisors. Instructor Supervisors evaluate other instructors in addition to their classroom instruction duties. Both the 3E6X1 and 3E9X1 career ladders are represented in this cluster. Members of the two job groups are primarily E-5s through E-7s.

VIII. READINESS LOGISTICS JOB (ST341). Almost half of the time in this job is spent performing supply and equipment activities (Duty F), and one-third of the time is spent performing readiness management activities (Duty M) and contingency tasks (Duty S). No other job group spends as much time on supply and equipment activities and contingency tasks. Members maintain supply records and ensure readiness and contingency teams are equipped. Representative tasks in this job include:

- issue equipment or supplies
- log issue of equipment or supplies
- log turn-ins of equipment or supplies
- maintain organizational equipment and supply records
- maintain data reference libraries
- maintain mobility pallets or cargo nets

- maintain mobility plans for Prime BEEF mobile teams
- establish supply requirements
- initiate quality control evaluation data forms

This job is performed by members in the 3E6X1 career ladder. Members are predominantly E-5s and have the shortest average time in service of any of the jobs in these two career ladders.

IX. PRIME BEEF CLUSTER (ST139). Members in this cluster spend most of their time training and performing readiness management activities. Compared to other jobs, Prime BEEF members also spend a high amount of time performing contingency tasks. Members maintain Prime BEEF analyses and files, coordinate plans with other agencies, conduct exercises, and write reports. Representative tasks in this job include:

- maintain unit representative (UNITREP) report files
- coordinate with host-base Civil Engineering (CE) agencies on support for deployed units
- develop equipment documents, such as local or high-level equipment documents
- conduct mobility exercise or deployment site surveys
- initiate documentation for movement of hazardous cargo or freight shipments
- write UNITREP reports
- evaluate procedures for inspection, inventory, or storage of property items
- identify personnel or equipment requirements for deployments or mobility operations
- coordinate mobility requirements resources (MRRs) roster with military personnel flight (MPF)
- coordinate recovery plans with appropriate agencies
- maintain prime BEEF analyses or status report data

This job is performed primarily by members in the 3E6X1 career ladder and over half the personnel are at the 7-skill level. More than half the members act as supervisors.

X. COMPUTER OPERATIONS JOB (ST064). Members in this job spend almost half their time performing Work Information Management System (WIMS) activities (Duty H), and only perform an average of 35 tasks. Members develop software programs, write job orders, perform maintenance on WIMS printers, and review and cancel work orders. Members have only been in the career field for an average of 2.5 years. Representative tasks in this job include:

- cancel WIMS work orders
- input actual hours and deviations on WIMS weekly work schedules
- perform WIMS backup and restore functions
- prepare WIMS 327, Base Civil Engineer Work Order
- write WIMS DSW job orders
- develop WIMS software programs
- analyze WIMS in-service work plan imbalances
- assign control numbers to work requests, such as work orders and job orders

All personnel performing this job are in the 3E6X1 career ladder.

XI. SELF HELP CONTROLLER JOB (ST135). Almost one-third of the time in this job is spent performing zonal and customer service activities (Duty I). Members also spend a high percentage of their time performing supply and equipment activities (Duty F). Members coordinate requirements with customers, brief customers, review contracts, and update work schedules. What distinguishes this job is the amount of time spent on supplying and servicing customers. Representative tasks performed in this job include:

- assign cost-account codes to work orders
- assign work requirements to cost centers
- coordinate self-help work materials requirements with customers
- determine classification of work orders
- determine legality of Base Civil Engineering (BCE) performing requested work
- review WIMS hardware maintenance contracts
- review delinquent DSW orders
- schedule start dates for DSW orders

Members of this job are all in the 3E6X1 career ladder. Self Help Controllers have the least amount of experience with an average of only 1 year in their career field, but have been in the service an average of 12 years.

XII. ZONAL OPERATIONS JOB (ST145). Almost one-third of their time is spent performing zonal and customer service activities (Duty I). Another third of their time is spent performing workforce management activities (Duty K), performing WIMS activities (Duty H), and performing service call or damage control activities. Only 30 percent of the members are

supervisors. What distinguishes this job is the amount of time spent on performing zonal and customer service and workforce management. Representative tasks performed in this job include:

- assign cost-account codes to work orders
- assign work requirements to cost centers
- brief status of requested work to customers
- review delinquent DSW orders
- schedule start dates for DSW orders
- determine legality of Base Civil Engineering (BCE) performing requested work
- review work requests for adequacy, justification, and validity
- brief customers on work requirements
- consolidate work requirements by facilities or workcenters
- research status of requested work
- examine work orders for recurring work program inputs
- coordinate contingencies or emergencies with appropriate agencies
- identify work for contracts

All personnel in this job are members of the 3E6X1 career ladder, and members are primarily at the 3-skill level.

XIII. SCHEDULER JOB (ST201). This is a small job with only an average of 38 tasks performed. Schedulers spend the majority of their time performing zonal and customer service activities (Duty I), WIMS activities (Duty H), and workforce management activities (Duty K). What distinguishes this job is the small number of tasks performed in three duties and the experience level of members who perform this job. Representative tasks for this job include:

- assign cost-account codes to work orders
- write WIMS management reports
- draft CWON lists
- maintain WIMS completed job order tape files for direct schedule work (DSW)
- verify integrity of WIMS database, such as after downtimes or modifications
- assign work requirements to cost centers
- maintain WIMS DSW job order directory

Members performing this job have a DAFSC of 3E631 and are primarily E-4s and E-5s.

XIV. SERVICE CALL TECHNICIAN JOB (ST120). Members spend 70 percent of their time performing zonal and customer service activities (Duty I) and service call or damage control activities (Duty J). Members research and review work orders, input labor estimates, brief customers on the status of requested work. Members only perform a small number of tasks and do not supervise any personnel. Representative tasks in this job include:

- inspect BCE vehicles before operator use
- draft CWON lists
- research status of requested work
- review delinquent DSW orders
- establish start dates for zone maintenance DSW
- input weekly or monthly labor estimates into computer systems
- direct workforce management analysis or branch operations
- determine category of service calls

Members in this job are in the 3E6X1 career ladder. This job is performed by few career ladder members, and members have an average of only 2 years experience in the career field.

#### Comparison of Current Jobs to Previous Survey Findings

The results of the specialty job analysis were compared to those of the last AFSC 3E6X1 and 3E9X1 OSRs published in 1988. As shown in Table 5, all jobs except the Facilities Management Job in the current survey were identified in one of the two previous studies. Several previously identified jobs were not identified in the current study. Some of these differences can be attributed to the difference in the study samples. Both previous studies included civilians and officers. For example, in the 3E6X1 career ladder, SARPMA Civil Engineering Personnel IJT was performed entirely by civilians, and therefore, did not appear in this study consisting of only enlisted Air Force personnel. Based on this review, the current sample respondents were found to be performing the same types of jobs identified in 1988.

### **ANALYSIS OF DAFSC GROUPS**

An analysis of DAFSC groups, in conjunction with analysis of the career ladder structure, is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill level members. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions*, reflect what career ladder personnel are doing in the field.

TABLE 5

## JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND PREVIOUS SURVEYS

CURRENT SURVEY (N=763)	1988 SURVEY 3E6X1 (N=1,028)	1988 3E9X1 SURVEY (N=533)
MAJCOM Management Cluster	Quality Assurance Personnel IJT	DP Staff Cluster
Facilities Management Job	Not Matched	Not Matched
Training Job		Training Personnel Cluster
Operations Plans & Programs Job		Operations NCOs
Logistics Job		Supply and Equipment Personnel Cluster
NCOIC & Superintendent Job		Operations NCOICs
Formal Training Instruction & Instructor Supervision Cluster	Training Personnel IJT	Instructors
Readiness Logistics Job	General Supply Personnel IJT	
Prime BEEF Cluster	Prime BEEF and Readiness Personnel Cluster	
Computer Operations Job	Work Information Management System (WIMS Monitors IJT)	
Self Help Controller Job	Customer Service Personnel Cluster	
Zonal Operations Job	Customer Service Personnel Cluster	
Scheduler Job	Programmer/Scheduler Personnel Cluster	
Service Call Technician Job	Service Call Personnel Cluster	

TABLE 5 (CONTINUED)

#### JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND PREVIOUS SURVEYS

CURRENT SURVEY (N=763)	1988 SURVEY 3E6X1 (N=1,028)	1988 3E9X1 SURVEY (N=533)
Not Identified	IWP (Inservice Work Planning) Programmers	
Not Identified	Industrial Engineers IJT	
Not Identified	Management and Supervisory Personnel Cluster	
Not Identified	SARPMA Civil Engineering Personnel IJT	
Not Identified	Maintenance Schedulers/Controllers Cluster	
Not Identified	Contingency Personnel IJT	
Not Identified	Equipment Monitors	
Not Identified	Branch and Division Chiefs	
Not Identified	Disaster Preparedness Specialists	
Not Identified	Independent Disaster Preparedness Technicians	
Not Identified	SRC/NBC Cell Personnel	

The distribution of AFSC 3E6X1 and 3E9X1 skill-level groups across career ladder jobs are displayed in Table 6. In the 3E6X1 career field, the majority of the 3-level members perform the Zonal Operations Job. As members progress to 9-skill level positions they tend to hold jobs as a supervisor or at the MAJCOM level. Table 7 offers another perspective by displaying relative percent time spent on each duty across skill-level groups. Since both career fields are lateral, entry members at the 3- and 5-skill level spend some time performing managerial duties; however, 7- and 9-skill level members spend increasingly more time performing supervisory functions.

#### Skill-Level Descriptions

DAFSC 3E631. Representing 54 percent of the 3E6X1 survey sample, the 220 3-skill level personnel perform an average of 65 tasks. The majority of members perform the Zonal Operations Job (see Table 6). Three-skill level members are the only skill level that perform the Scheduler Job, and more 3E631 members perform the Service Call Technician Job, the Zonal Operations Job, the Self Help Controller Job, and the Readiness Logistics Job than any other skill level group. Three-skill level members spend a great amount of their time performing technical tasks especially duties involving WIMS and Zonal and Customer Service (see Table 7). Table 8 lists representative tasks they perform and reflects the basic technical nature of their work.

DAFSC 3E651. Representing 2 percent of the 3E6X1 survey sample, the 7 5-skill level personnel perform an average of 53 tasks. Few 3E6X1 personnel are labeled as 5-skill level members, since the AFMAN 36-2108 *Specialty Descriptions* eliminated the 5-skill level. Five-skill level members perform jobs similar to the 3-skill level 3E6X1 personnel; however, 5-skill level members tend to spend more time performing contingency tasks and service call or damage control activities. Table 9 lists representative tasks they perform and reflects the basic technical nature of their work. As shown in Table 10, 3-skill level members perform more workforce management activities and zonal and customer service activities than 5-skill level members. The differences reflected may be due to the small amount of 5-skill level members.

AFSC 3E671. Representing 40 percent of the 3E6X1 survey sample, the 165 7-skill level personnel perform an average of 86 tasks. The majority of 7-skill level members perform jobs within the Prime BEEF Cluster or the Zonal Operations Job. More 7-skill level members perform the Facilities Management Job, the Prime BEEF Cluster, and the Computer Operations Cluster than any other skill level. Table 7 shows 7-skill level members spend time in technical areas but devote more time to management and supervisory duties (A-D) than their junior counterparts. Representative tasks performed by 7-skill level personnel are shown in Table 11. Table 12 differentiates the tasks performed by 5- and 7-skill level members, showing 7-skill level members perform more managerial and administrative tasks.

TABLE 6  
DISTRIBUTION OF SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS  
(PERCENT MEMBERS RESPONDING)

JOB	DAFSC 3E631 (N=220)	DAFSC 3E651 (N=7)	DAFSC 3E671 (N=165)	DAFSC 3E691 (N=15)	DAFSC 3E951 (N=198)	DAFSC 3E971 (N=140)	DAFSC 3E991/3E900 (N=18)
I MAJCOM Management Cluster	*	0	3	40	2	14	56
II Facilities Management Job	*	0	5	0	0	1	0
III Training Job	0	0	0	0	24	9	0
IV Operations Plans and Programs Job	0	0	0	0	6	6	0
V Logistics Job	0	0	0	0	22	11	0
VI NCOIC and Superintendent Job	0	0	1	0	16	37	33
VII Formal Training Instruction & Instructor	0	0	2	0	3	5	0
VIII Supervision Cluster							
VIII Readiness Logistics Job	2	14	0	0	0	0	0
IX Prime BEEF Cluster	9	0	20	7	1	1	0
X Computer Operations Job	4	14	7	7	0	0	0
XI Self Help Controller Job	1	14	1	0	0	0	0
XII Zonal Operations Job	53	29	28	13	0	0	0
XIII Scheduler Job	6	0	0	0	0	0	0
XIV Service Call Technician Job	2	14	1	0	0	0	0
XV Not Grouped	23	15	32	33	26	19	11

\* Less than .5 percent

TABLE 7

## AVERAGE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 3E631 N=220	DAFSC 3E651 N=7	DAFSC 3E671 N=165	DAFSC 3E691 N=15	DAFSC 3E951 N=198	DAFSC 3E971 N=140	DAFSC 3E991/ N=18
A ORGANIZING AND PLANNING	8	7	13	19	11	13	17
B DIRECTING AND IMPLEMENTING	5	3	9	11	3	8	11
C INSPECTING AND EVALUATING	4	11	13	16	4	12	19
D TRAINING	5	1	7	6	22	15	9
E PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	3	2	5	14	5	7	9
F PERFORMING SUPPLY AND EQUIPMENT ACTIVITIES	5	13	8	9	9	6	3
G PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	*	0	*	1	*	*	*
H PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	14	12	9	3	*	*	0
I PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	24	17	11	3	*	*	0
J PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	7	9	3	1	1	*	*
K PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	10	5	6	4	*	*	*
L PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	1	1	2	2	*	*	*
M PERFORMING READINESS MANAGEMENT ACTIVITIES	5	3	7	4	3	5	6
N PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	*	0	*	1	5	7	13
O MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	*	*	*	*	12	7	3
P MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	5	1	1	8	7	3
Q MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	*	1	*	9	8	4
R MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	*	*	*	*	3	2	1
S PERFORMING CONTINGENCY TASKS	5	11	4	3	3	2	1
T PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	*	0	*	*	1	*	

\* Denotes less than .5 percent

TABLE 8  
REPRESENTATIVE TASKS PERFORMED BY 3E631 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=407)
I361 Assign cost-account codes to work orders	69
I365 Coordinate self-help work materials requirements with customers	65
H338 Develop WIMS management reports	64
H337 Close out WIMS work orders	62
I362 Assign work requirements to cost centers	60
I369 Downgrade DSW orders	60
H359 Write WIMS management reports	59
I367 Determine legality of Base Civil Engineering (BCE) performing requested work	58
I385 Review delinquent DSW orders	57
I370 Draft CWON lists	57
I364 Brief status of requested work to customers	56
I384 Research status of requested work	55
I387 Schedule start dates for DSW orders	54
I386 Review work requests for adequacy, justification, and validity	50
I363 Brief customers on work requirements	50
J394 Coordinate contingencies or emergencies with appropriate agencies	49
I372 Establish start dates for zone maintenance DSW	48
S770 Lay AM-2 matting for aircraft parking revetments	48
K413 Consolidate work requirements by facilities or workcenters	47
H345 Maintain WIMS completed job order tape files for direct schedule work (DSW)	47
K430 Input weekly or monthly labor estimates into computer systems	46
J396 Determine currency of base maps, other than base utility maps	45
I377 Identify work for contracts	44
A12 Develop cost-reduction programs	43
H347 Maintain WIMS DSW job order directory	42
H342 Draft WIMS maintenance action sheets (MASSs)	42
H357 Verify integrity of WIMS database, such as after downtimes or modifications	42
J399 Inspect BCE vehicles, before operator use	41
I368 Determine types of DSW orders	41

\* Average Number of Tasks Performed - 65

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY 3E651 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=7)
S800 Tow AM-2 matting for rapid runway repairs	86
S770 Lay AM-2 matting for aircraft parking revetments	86
J395 Determine category of service calls	71
S769 Fire weapons, such as .9-MM pistols or M-16 rifles	71
I361 Assign cost-account codes to work orders	57
J396 Determine currency of base maps, other than base utility maps	57
I363 Brief customers on work requirements	57
A11 Determine or establish work priorities	57
S795 Ready equipment for deployments	57
F291 Prepare changes for table of allowances (TAs) reviews	57
J394 Coordinate contingencies or emergencies with appropriate agencies	43
I369 Downgrade DSW orders	43
I370 Draft CWON lists	43
B69 Direct workforce management analysis or branch operations	43
F259 Complete accident or incident report forms	43
I360 Assign control numbers to work requests, such as work orders and job orders	43
P682 Perform self-aid measures during postattack responses	43
P687 Prepare automatic chemical detectors during pre- or postattack responses	43
P683 Perform surveys to detect or monitor areas of NBC contamination	43
A35 Plan emergency war order (EWO) procedures	43
H354 Review WIMS hardware maintenance contracts	43
H338 Develop WIMS management reports	43
K440 Schedule equipment maintenance	43
I387 Schedule start dates for DSW orders	43
I385 Review delinquent DSW orders	43

\* Average Number of Tasks Performed - 53

TABLE 10

**TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 3E631 AND 3E651 PERSONNEL  
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC 3E631 (N=220)	DAFSC 3E651 (N=7)	DAFSC 3E631 (N=220)	DAFSC 3E651 (N=7)	DIFF
			41	0	41
K412 Assign work orders to workcenters			55	14	41
I384 Research status of requested work			36	0	36
I379 Maintain collection work order number (CWON) lists			48	14	34
I372 Establish start dates for zone maintenance DSW			47	14	33
H345 Maintain WIMS completed job order tape files for direct schedule work (DSW)			31	0	31
K437 Review job stoppage reports			31	0	31
I388 Update automated DSW order system			59	29	30
H359 Write WIMS management reports			30	0	30
B63 Direct development of operational plans (OPLANS)			30	0	30
J402 Maintain base recovery checklists			29	0	29
E236 Maintain classified material safes			43	14	29
A12 Develop cost-reduction programs			28	0	28
I374 Estimate simple single-craft DSW orders using other than engineered performance standards (EPS)			42	14	28
<hr/>					
H357 Verify integrity of WIMS database, such as after downtimes or modifications			56	29	27
I364 Brief status of requested work to customers			41	14	27
I368 Determine types of DSW orders			25	0	25
J407 Monitor Energy Management and Control Systems (EMCS)			25	0	25
K421 Develop IWPs, other than BEAMS or WIMS			38	86	-48
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S800 Tow AM-2 matting for rapid runway repairs			48	86	-38
S770 Lay AM-2 matting for aircraft parking revetments			20	57	-37
A11 Determine or establish work priorities			22	57	-35
F291 Prepare changes for table of allowances (TAs) reviews			8	43	-35
P683 Perform surveys to detect or monitor areas of NBC contamination			36	71	-35
J395 Determine category of service calls			9	43	-34
C103 Develop exercise criteria					

TABLE 11  
REPRESENTATIVE TASKS PERFORMED BY 3E671 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=165)
A35 Plan emergency war order (EWO) procedures	65
A42 Review unit administrative procedures, such as office file plans	62
A12 Develop cost-reduction programs	53
C143 Write recommendations for awards or decorations	52
B84 Supervise civilians	51
B60 Direct compliance with local programs, such as explosive safety, ground safety, or security safety	50
F259 Complete accident or incident report forms	48
A44 Schedule inspections of facilities or equipment	48
S770 Lay AM-2 matting for aircraft parking revetments	47
I385 Review delinquent DSW orders	44
C102 Determine corrective actions for in-house self-inspection discrepancies	44
C128 Investigate incidents or accidents	44
A8 Determine approval levels for direct schedules work job orders	43
I365 Coordinate self-help work materials requirements with customers	43
A26 Establish performance standards for subordinates	42
A18 Develop supplements or changes to directives or publications	42
E253 Write minutes of briefings or conferences	41
A11 Determine or establish work priorities	39
C144 Write responses to inquiries, such as higher-level or congressional inquiries	38
I387 Schedule start dates for DSW orders	36
I364 Brief status of requested work to customers	36
E252 Type correspondence, such as reports or records	36
I368 Determine types of DSW orders	36
H344 Input actual hours and deviations on WIMS weekly work schedules	35
H338 Develop WIMS management reports	35
C95 Brief base exercise evaluation teams (EETs) on DP exercises	35
H339 Develop WIMS software programs	34
K443 Track schedules work	34
I361 Assign cost-account codes to work orders	33

\* Average Number of Tasks Performed - 86

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 3E651 AND 3E671 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 3E651 (N=7)	DAFSC 3E671 (N=165)	DIFF
J395 Determine category of service calls	71	23	48
S800 Tow AM-2 matting for rapid runway repairs	86	39	47
S770 Lay AM-2 matting for aircraft parking revetments	86	47	38
S769 Fire weapons, such as .9-MM pistols or M-16 rifles	71	33	38
I363 Brief customers on work requirements	57	22	35
J396 Determine currency of base maps, other than base utility maps	57	24	33
F291 Prepare changes for table of allowances (TAs) reviews	57	25	32
S795 Ready equipment for deployments	57	27	30
<hr/>			
C143 Write recommendations for awards or decorations	0	52	-52
B60 Direct compliance with local programs, such as explosive safety, ground safety, or security safety	0	50	-50
C128 Investigate incidents or accidents	0	44	-44
B56 Conduct staff assistance visits (SAVs)	0	42	-42
E253 Write minutes of briefings or conferences	0	41	-41
E255 Write reports on SAVs	0	41	-41
A27 Establish publication libraries	0	41	-41
A12 Develop cost-reduction programs	14	53	-39
C144 Write responses to inquiries, such as higher-level or congressional inquiries	0	38	-38
A39 Review disaster preparedness plans	0	38	-38
D204 Make entries on AF Forms 797 (Job Qualification Standard Continuation Sheet)	0	38	-38
E252 Type correspondence, such as reports or record	0	36	-36
A47 Write job or position descriptions	0	34	-34
C138 Serve as augmentee for staff visits	0	33	-33
E236 Maintain classified material safes	0	34	-34

DAFSC 3E691. Representing 4 percent of the 3E6X1 survey sample, the 15 9-skill level personnel perform an average of 98 tasks. The majority of 9-skill level members perform jobs within the MAJCOM Management Cluster or the Zonal Operations Job. Nine-skill level members spend the majority of their time performing managerial, supervisory, and administrative duties (duties A-E) as shown in Table 7. Representative tasks performed by 9-skill level personnel are shown in Table 13. Table 14 differentiates the tasks performed by 7- and 9-skill level members, showing 9-skill level members perform more administrative tasks and less customer service tasks.

DAFSC 3E951. Representing 56 percent of the 3E9X1 survey sample, the 126 5-skill level personnel perform an average of 126 tasks. The majority of members perform either the Training Job, Logistics Job, or the NCOIC and Superintendent Job. As shown in Table 4, more 5-skill level members perform the Training Job, the Operations Plans and Programs Job, and the Logistics Job than any other skill level group. Five-skill level members spend the majority of their time training and maintaining DP equipment. Table 15 lists representative tasks performed by 5-skill level personnel.

DAFSC 3E971. Representing 39 percent of the 3E9X1 survey sample, the 140 7-skill level personnel perform an average of 166 tasks. Most members perform the NCOIC and Superintendent Job, the Logistics Job, the Training Job, or a job within the MAJCOM Management Cluster. Seven-skill level members comprise 44 percent of the Formal Training Instruction & Instructor Supervision Cluster, 43 percent of the MAJCOM Management Cluster, and 57 percent of the NCOIC and Superintendent Job. Primarily, 7-skill level members spend their time performing managerial, training, and administrative duties. Representative tasks performed by 7-skill level personnel are listed in Table 16. As shown in Table 17, what differentiates 5- and 7-skill level members is the larger number of supervisory and managerial tasks 7-skill level members perform. Seven-skill level members perform an average of 40 more tasks than 5-skill level members.

DAFSC 3E991/3E900. Representing 5 percent of the 3E9X1 survey sample, the 18 9-skill level and Chief Enlisted Managers (CEM) perform an average of 141 tasks. Members perform either the NCOIC and Superintendent Job or a job within the MAJCOM Management Cluster. Members spend the majority of their time performing managerial, supervisory, and administrative duties. Members also spend more time planning and managing DP operations than any other skill level group (see Table 7). Table 18 lists representative tasks performed by 3E991 and 3E900 personnel. Table 19 differentiates between 7- and 9-skill level/CEM showing 9-skill level/CEM members perform less training and more planning and implementing than 7-skill level members.

TABLE 13  
REPRESENTATIVE TASKS PERFORMED BY 3E691 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=15)
A35 Plan emergency war order (EWO) procedures	80
E253 Write minutes of briefings or conferences	67
A8 Determine approval levels for direct scheduled work job orders	53
E234 Initiate personnel action requests, such as AF Forms 2095 (Assignment/ Personnel Action)	53
A6 Coordinate general office communications requirements with communications personnel	53
A42 Review unit administrative procedures, such as office file plans	53
F259 Complete accident or incident report forms	53
B56 Conduct staff assistance visits (SAVs)	53
E252 Type correspondence, such as reports or records	53
A25 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	47
B57 Coordinate DP resources with survival recovery center (SRC) members	47
E257 Write trend analysis on SAVs	47
E256 Write TDY trip reports	47
B60 Direct compliance with local programs, such as explosive safety, ground safety, or security safety	47
C137 Review outgoing correspondence or messages	47
C146 Write training reports	47
C141 Write civilian performance appraisals	47
A43 Review work priorities	47
A7 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	47
A39 Review disaster preparedness plans	47

\* Average Number of Tasks Performed - 98

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 3E671 AND 3E691 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 3E671 (N=165)	DAFSC 3E691 (N=15)	DIFF
I365 Coordinate self-help work materials requirements with customers	43.03	13.33	29.70
I368 Determine types of DSW Orders	35.76	6.67	29.09
I367 Determine legality of Base Civil Engineering (BCE) performing requested work	35.76	6.67	29.09
I378 Maintain BCE job order logs	26.67	0	26.67
I361 Assign cost-account codes to work orders	33.33	6.67	26.67
S800 Tow AM-2 matting for rapid runway repairs	39.39	13.33	26.06
C118 Evaluate personnel for promotion, demotion, reclassification, or special awards	32.73	6.67	26.06
I385 Review delinquent DSW orders	44.24	20.00	24.24
D204 Make entries on AF Forms 797 (Job Qualification Standard Continuation Sheet)	37.58	13.33	24.24
C102 Determine corrective actions for in-house self-inspection discrepancies	43.64	20.00	23.64
C128 Investigate incidents or accidents	43.64	20.00	23.64
I364 Brief status of requested work to customers	36.36	13.33	23.03
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E234 Initiate personnel action requests, such as AF Forms 2095 (Assignment/Personnel Action)	10.91	53.33	-42.42
B57 Coordinate DP resources with survival recovery center (SRC) members	4.85	46.67	-41.82
E256 Write TDY trip reports	7.27	46.67	-39.39
E255 Write reports on SAVs	41.21	80.00	-38.79
A6 Coordinate general office communications requirements with communications personnel	16.97	53.33	-36.36
E257 Write trend analysis on SAVs	14.55	44.67	-32.12
C146 Write training reports	20.00	46.67	-32.12
D208 Participate in training conferences	6.67	33.33	-26.67
A25 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	21.21	46.67	-25.45
E253 Write minutes of briefings or conferences	41.21	66.67	-25.45
D209 Plan or schedule training, other than EST	8.48	33.33	-24.85
C132 Perform checks of job sites	2.42	26.67	-24.24

TABLE 15  
REPRESENTATIVE TASKS PERFORMED BY 3E951 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=198)
D154 Conduct command post augmentee training	92
O641 Perform user maintenance on ALAD	77
Q696 Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	73
A42 Review unit administrative procedures, such as office file plans	69
Q730 Operate NBCCCs during major accident responses	67
A40 Review duty rosters	66
A35 Plan emergency war order (EWO) procedures	66
D157 Conduct DP representative training	65
D162 Conduct mobile training	62
O626 Perform inspections or organizational maintenance on response kit trailers	62
O619 Operationally check emergency power generators	62
O624 Perform inspections or organizational maintenance on public address systems	62
A4 Conduct DP orientation programs	60
D156 Conduct disaster preparedness support team (DPST) training	60
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	60
R744 Activate specialized teams and obtain logistical support during natural disaster responses	60
Q728 Notify appropriate agencies of support needed for environmental conditions during major accident responses	60
D601 Inspect portable vapor detectors	59
D212 Review training reports	58
D152 Conduct camouflage, concealment, and deception (CCD) training	58
Q732 Operate tactical radios during major accident responses	57
P663 Draft or write NBC reports during pre- or postattack responses	56
O589 Inspect chemical agent monitor	56
D174 Coordinate DP training attendance with other agencies	55
A5 Conduct or complete staff studies	53
D221 Validate training requirements	50

\* Average Number of Tasks Performed - 126

TABLE 16  
REPRESENTATIVE TASKS PERFORMED BY 3E971 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=140)
A42 Review unit administrative procedures, such as office file plans	91
A35 Plan emergency war order (EWO) procedures	78
A40 Review duty rosters	77
A16 Develop organizational or functional charts	76
D154 Conduct command post augmentee training	72
E255 Write reports on SAVs	70
E253 Write minutes of briefings or conferences	69
A26 Establish performance standards for subordinates	69
E252 Type correspondence, such as reports or records	68
D212 Review training reports	65
A8 Determine approval levels for direct schedules work job orders	64
O641 Perform user maintenance on ALAD	64
A12 Develop cost-reduction programs	63
C143 Write recommendations for award or decorations	63
Q696 Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	63
C102 Determine corrective actions for in-house self-inspection discrepancies	59
B83 Orient newly assigned personnel	59
Q732 Operate tactical radios during major accident responses	59
Q699 Brief commander on contamination control requirements during major accident responses	59
S757 Assemble AM-2 matting for rapid runway repairs	59
Q730 Operate NBCCCs during major accident responses	59
C128 Investigate incidents or accidents	58
A19 Develop work methods	56
Q734 Participate as member of SRC during major accident or major natural responses	56
A18 Develop supplements or changes to directives or publications	56
O619 Operationally check emergency power generators	56
R756 Operate tactical, nontactical, or intrabase radios during natural disaster responses	56
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	56
P663 Draft or write NBC reports during pre- or postattack responses	55
Q737 Perform major accident recovery operations	54
P646 Analyze postattack nuclear fallout data	54
C140 Solve problems resulting from SAV or inspections	53
B54 Compile data for staff studies	52

\* Average Number of Tasks Performed - 166

TABLE 17

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSCs 3E951 AND 3E971 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS			
	DAFSC 3E951 (N=198)	DAFSC 3E971 (N=140)	DIFF
D154 Conduct command post augmentee training	92	72	20
C128 Investigate incidents or accidents	16	58	-42
B83 Orient newly assigned personnel	18	59	-41
C144 Write responses to inquiries, such as higher-level or congressional inquiries	11	51	-40
C143 Write recommendations for awards or decorations	22	62	-40
A2 Assign sponsors for newly assigned personnel	9	45	-36
C138 Serve as augmentee for staff visits	15	49	-34
E255 Write reports on SAVs	36	70	-34
C119 Evaluate Prime Base Engineer Emergency Force (BEEF) operations	8	41	-33
A39 Review disaster preparedness plans	18	51	-33
C136 Review inspection reports	20	51	-31
A47 Write job or position descriptions	11	41	-30
A27 Establish publication libraries	20	51	-31
C137 Review outgoing correspondence or messages	18	49	-31
C111 Evaluate contractor performance	11	41	-30
A16 Develop organizational or functional charts	46	76	-30
D204 Make entries on AF Forms 797 (Job Qualification Standard Continuation Sheet)	24	54	-30
A19 Develop work methods	26	56	-30

TABLE 18  
REPRESENTATIVE TASKS PERFORMED BY 3E991/3E900 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=18)
A42 Review unit administrative procedures, such as office file plans	94
A19 Develop work methods	94
C138 Serve as augmentee for staff visits	89
C136 Review inspection reports	89
E255 Write reports on SAVs	83
A35 Plan emergency war order (EWO) procedures	83
A8 Determine approval levels for direct scheduled work job orders	83
A16 Develop organizational or functional chars	83
A40 Review duty rosters	83
E253 Write minutes of briefings or conferences	78
B56 Conduct staff assistance visits (SAVs)	78
A21 Draft duty rosters	78
B83 Orient newly assigned personnel	72
E252 Type correspondence, such as reports or records	72
B54 Compile data for staff studies	72
C137 Review outgoing correspondence or messages	72
E257 Write trend analysis on SAVs	67
N574 Review local contingency plans or implementing instructions for consistency with OPLAN 355-1	67
A6 Coordinate general office communications requirements with communications personnel	67
A12 Develop cost-reduction programs	67
C114 Evaluate job or position descriptions	67
B52 Approve or disapprove requisitions for supplies	67
C124 Evaluate work schedules	67
C144 Write responses to inquiries, such as high-level or congressional inquiries	67
B50 Approve or disapprove recommendations for decorations	61
A43 Review work priorities	61
E254 Write papers, such as point, position, review, or talking papers	61
C104 Develop Inspector General (IG) team inspection checklists	61
N531 Coordinate existing protective shelter requirements with CE	61
A18 Develop supplements or changes to directive or publications	61
B55 Conduct general meetings, such as staff meetings, briefings, conferences, and workshops	56
E234 Initiate personnel action requests, such as AF Forms 2095 (Assignment/Personnel Action)	56

\* Average Number of Tasks Performed - 141

TABLE 19

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSCs 3E971 AND 3E990/3E991 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 3E971 (N=140)			DAFSC 3E991/ 3E990 (N=18)	DIFF
	DAFSC 3E991/ 3E990 (N=18)	DAFSC 3E991/ 3E990 (N=18)	DAFSC 3E991/ 3E990 (N=18)		
D154 Conduct command post augmentee training	72	28	44		
O641 Perform user maintenance on ALAD	64	22	42		
E2238 Maintain equipment or supply status reports, such as D-18 report or DO-4	44	6	38		
D1196 Evaluate training methods or techniques	41	6	35		
Q696 Assist Department of Energy (DOE) personnel when a major accident response involved	63	28	35		
DOE resources					
D619 Operationally check emergency power generators	56	22	34		
P663 Draft or write NBC reports during pre-or postattack responses	55	22	33		
D2221 Validate training requirements	49	17	32		
R745 Collect data for inputs to (TEMPEST) RAPID reports	49	17	32		
D1162 Conduct mobile training	49	17	32		
D1158 Conduct EST	49	17	32		
B50 Approve or disapprove recommendations for decorations	18	61	-43		
C138 Serve as augmentee for staff visits	49	89	-40		
A19 Develop work methods	56	94	-38		
N536 Coordinate marking of shelters with CE	11	50	-39		
C136 Review inspection reports	51	89	-38		
B52 Approve or disapprove requisitions for supplies	31	67	-36		
C106 Develop joint support plan	9	44	-35		
A21 Draft duty rosters	43	78	-35		
C114 Evaluate job or position descriptions	34	67	-33		
C145 Write special reports, other than training reports	17	50	-33		
N573 Review documents for impact on existing DP programs, such as DOD, JCS, USAF, civil, or	29	61	-32		
NATO documents					

### Summary

Progression in the 3E6X1 career ladder follows a pattern of technical job focus at the 3- and 5-skill level with higher emphasis on management and supervision at the 7- and 9-skill levels. Emphasis is seen in performing Zonal and Customer Service and WIMS duties at the 3- and 5-skill levels with a progression into managerial and supervisory duties at the 7- and 9-skill levels. Nine-skill level members spend very little time performing technical tasks.

Progression in the 3E9X1 career ladder follows a pattern similar to the 3E6X1 career ladder with technical job focus at the 5-skill level and managerial and supervisory focus at the 7- and 9-skill levels. Five-skill level members spend their time training and maintaining DP equipment, 7-skill level members spend their time training and managing, and 9-skill level members spend their time managing and planning.

### **ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTIONS**

Survey data were compared to AFMAN 36-2108 *Specialty Descriptions* for AFSC 3E6X1, Operations, dated 1 November 1995 and AFMAN 36-2108 *Specialty Descriptions* for AFSC 3E9X1, Readiness, dated 31 October 1995. After personnel from the two career ladders completed JI surveys, the readiness management duties and responsibilities in AFSC 3E6X1 (Operations) were moved to AFSC 3E9X1 (Readiness). Special Experience Identifier (SEI) 402 was created to classify members converted from 3E6X1 to 3E9X1. Survey respondents with SEI 402 were identified but did not concentrate in any one job in the **SPECIALTY JOB** section of this report. Therefore, although the 3E6X1 career ladder may no longer perform readiness management tasks, the 3E6X1 career ladder did not appear to lose an entire specialty job.

### **TRAINING ANALYSIS**

Occupational survey data represent one of many sources of information used to assist in the development of training programs for career ladder personnel. Factors used to evaluate entry-level AFSC 3E6X1 and 3E9X1 training include duties performed by members across career ladder jobs, distribution of personnel across career ladder jobs, percentages of members performing specific tasks, ratings of how much TE tasks should receive in formal training, and relative TD ratings.

### 3E6X1 First-Assignment Personnel

In this study, 62 members are in their first 3E6X1 assignment (1-48 months TICF) representing 15 percent of the 3E6X1 survey sample. First-assignment personnel primarily work in the Training Job, Logistics Job, NCOIC and Superintendent Job, and Zonal Operations Job (see Figure 2). Table 20 shows DAFSC 3E6X1 first-assignment personnel spend most of their time performing supply and equipment activities, WIMS activities, zonal and customer service activities, and workforce management activities. Notice, in Table 21, 3E6X1 first-assignment personnel perform primarily technical tasks, such as assigning work requirements and developing WIMS management reports. Table 23A presents a short list of equipment used by more than 20 percent first-job or first-assignment personnel. Members use a variety of field gear and office equipment.

### 3E9X1 First-Assignment Personnel

Ninety-four members in this study are in their first 3E9X1 assignment (1-48 months TICF) representing 26 percent of the 3E9X1 survey sample. Table 20 shows DAFSC 3E9X1 first-assignment personnel spend their time training, organizing and planning, and maintaining DP equipment. Table 22 shows 3E9X1 first-assignment personnel perform many technical tasks, as well as organizing and planning and training tasks. The nature of the organizing and planning tasks deal directly with the training tasks 3E9X1 first-assignment personnel perform. Table 23B lists equipment used by more than 20 percent 3E9X1 first-job or first-assignment personnel. This equipment includes NBC equipment, communication devices, and office equipment.

### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors used to help training development personnel decide what tasks need to be emphasized for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide a rank-ordering of those tasks considered important for first-assignment airmen training (TE), and a measure of the difficulty of those tasks (TD). When combined with the data on percentages of entry-level personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by moderate to high percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training of new personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist training development personnel, an Automated Training Indicator (ATI) is assigned to each task in the JI. ATIs combine percentages of first-assignment personnel with TE and TD data to reflect a training decision based on the Training Decision Logic Table found in Attachment 2, AETCI 36-2101. ATIs are numbered 1 to 18, with an 18 being the highest level of training indicated. An ATI of 7 or less corresponds to a training decision of teaching the task by

# 3E6X1/3E9X1 First-Assignment Personnel Career Ladder Jobs

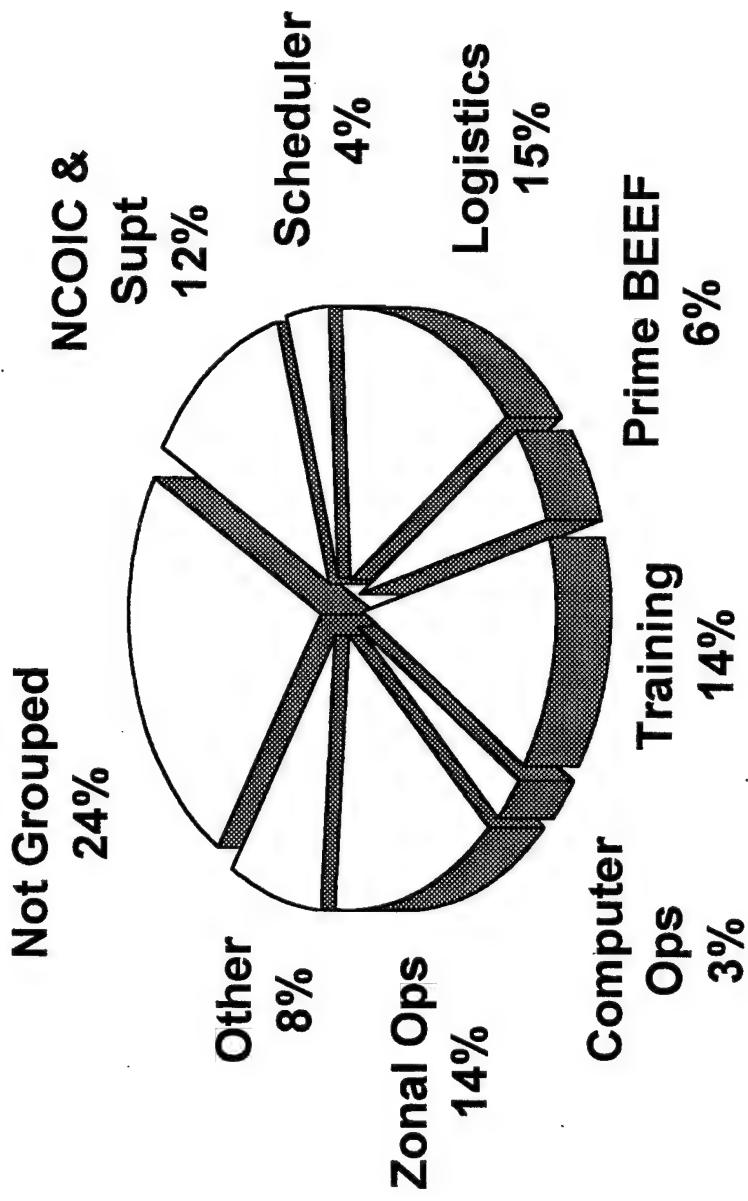


Figure 2

TABLE 20  
RELATIVE PERCENT TIME SPENT ON DUTIES BY  
FIRST-ASSIGNMENT AFSC 3E6X1/3E9X1 PERSONNEL

DUTY		PERCENT	PERCENT
		TIME SPENT 3E6X1 (N=62)	TIME SPENT 3E9X1 (N=94)
A	ORGANIZING AND PLANNING	8	11
B	DIRECTING AND IMPLEMENTING	6	4
C	INSPECTING AND EVALUATING	6	6
D	TRAINING	1	19
E	PERFORMING GENERAL ADMINISTRATIVE AND SUPPLY ACTIVITIES	3	5
F	PERFORMING SUPPLY & EQUIPMENT ACTIVITIES	9	9
G	PERFORMING BASE ENGINEER AUTOMATED MANAGEMENT SYSTEM (BEAMS) ACTIVITIES	*	*
H	PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	14	*
I	PERFORMING ZONAL & CUSTOMER SERVICE ACTIVITIES	19	*
J	PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	4	1
K	PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	10	*
L	PERFORMING WORKFORCE MANAGEMENT ANALYSIS ACTIVITIES	1	*
M	PERFORMING READINESS MANAGEMENT ACTIVITIES	6	3
N	PLANNING AND MANAGING DISASTER PREPAREDNESS OPERATIONS	*	5
O	MAINTAINING DISASTER PREPAREDNESS EQUIPMENT	*	12
P	MAINTAINING PRE-, TRANS-, & POST-ATTACK RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	9
Q	MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY DURING EITHER ATTACK OR EXERCISES	1	9
R	MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY DURING EITHER ACTUAL ATTACK OR EXERCISES	*	3
S	PERFORMING CONTINGENCY TASKS	6	4
T	PERFORMING ENVIRONMENTAL OR SAFETY ACTIVITIES	*	1

\*\* Total time spent does not add up to 100 percent due to rounding

\* Denotes less than 0.5 percent

TABLE 21  
 REPRESENTATIVE TASKS PERFORMED BY 3E6X1  
 FIRST-ASSIGNMENT PERSONNEL  
 (N=62)

TASKS	PERCENT MEMBERS PERFORMING
I365 Coordinate self-help work materials requirements with customers	63
H338 Develop WIMS management reports	58
I361 Assign cost-account codes to work orders	56
S770 Lay AM-2 matting for aircraft parking revetments	55
I362 Assign work requirements to cost centers	53
I385 Review delinquent DSW orders	53
I367 Determine legality of Base Civil Engineering (BCE) performing requested work	52
H359 Write WIMS management reports	50
S800 Tow AM-2 matting for rapid runway repairs	50
I369 Downgrade DSW orders	48
I384 Research status of requested work	48
H337 Close out WIMS work orders	48
I364 Brief status of requested work to customers	48
S769 Fire weapons, such as .9-MM pistols or M-16 rifles	48
I387 Schedule start dates for DSW orders	45
A42 Review unit administrative procedures, such as office file plans	45
H342 Draft WIMS maintenance action sheets (MASS)	42
A35 Plan emergency war order (EWO) procedures	42
A12 Develop cost-reduction programs	42
H345 Maintain WIMS completed job order tape files for direct schedule work (DSW)	40
K413 Consolidate work requirements by facilities or workcenters	40
I386 Review work requests for adequacy, justification, and validity	40
K417 Coordinate shop work requirements with appropriate agencies	40

Average Number of Tasks Performed - 73

TABLE 22  
 REPRESENTATIVE TASKS PERFORMED BY 3E9X1  
 FIRST-ASSIGNMENT PERSONNEL  
 (N=94)

TASKS	PERCENT MEMBERS PERFORMING
D154 Conduct command post augmentee training	92
O641 Perform user maintenance on ALAD	72
D157 Conduct DP representative training	71
A35 Plan emergency war order (EWO) procedures	70
A42 Review unit administrative procedures, such as office file plans	68
Q730 Operate NBCCCs during major accident responses	68
R744 Activate specialized teams and obtain logistical support during natural disaster responses	65
E238 Maintain equipment or supply status reports, such as D-18 report or DO-4	64
Q696 Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	63
A40 Review duty rosters	63
A4 Conduct DP orientation programs	63
O619 Operationally check emergency power generators	63
O624 Perform inspections or organizational maintenance on public address systems	62
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	62
P663 Draft or write NBC reports during pre- or postattack	61
O626 Perform inspections or organizational maintenance on response kit trailers	61
R756 Operate tactical, nontactical, or intrabase radios during natural disaster responses	61
D162 Conduct mobile training	60
O601 Inspect portable vapor detectors	60
S757 Assemble AM-2 matting for rapid runway repairs	60
Q728 Notify appropriate agencies of support needed for environmental conditions during major accident responses	60

Average Number of Tasks Performed - 129

TABLE 23A

EQUIPMENT ITEMS USED BY MORE THAN 20 PERCENT OF FIRST-JOB  
OR FIRST-ASSIGNMENT AFSC 3E6X1 PERSONNEL

<u>EQUIPMENT</u>	1ST JOB (N=38)	1ST ASSIGN (N=62)
Computer Equipment, such as Minis/Word Processing	79	77
Calculators	58	65
Office Machines, Typewriters/Copiers	50	60
Anticontamination Suits	45	47
Cipher Locks	39	37
Radios, Tactical	29	40
Radio Battery Conditioners	29	39
Field Gear, such as Helmets, Webbelts	29	29
Maps and Charts	24	29
Ground Crew Ensembles	24	26
Operational Test Sets, AE/23-D	24	18
Audiovisual Equipment	21	27
Training Kit, M256	21	21
Self-Contained Breathing Apparatus	18	23
First Aid Equipment	18	21

TABLE 23B

EQUIPMENT ITEMS USED BY MORE THAN 20 PERCENT OF FIRST-JOB  
OR FIRST-ASSIGNMENT AFSC 3E9X1 PERSONNEL

<u>EQUIPMENT</u>	1ST JOB (N=44)	1ST ASSIGN (N=94)
Mobile Command Post Vehicles	86	84
Audiovisual Equipment	84	83
Office Machines, Typewriters/Copiers	84	83
Protective Masks, MCU-2/P	82	85
Ground Crew Ensembles	80	80
Computer Equipment, such as Minis/Word Processing	80	78
Chemical Agent Detector Paper, M-9	77	74
Chemical Agent Detector Paper, M-8	75	76
Maps and Charts	73	78
Training Kit, M56	73	70
Calculators	70	72
Field Gear, such as Helmets, Webbelts	70	71
Radiac Sets, AN/PDR 43 Series	70	68
Dosimeters, IM-143	70	64
Radio Battery Conditioners	68	71
Radiac Sets, AN/PDR 60 PAC-1S	68	65
Dosimeter Chargers, CDV750	68	59
Radiac Sets, AN/PDR 56F	66	69
Chemical Detection Kits, M256/A1	64	53
Decontamination Kit, Skin, M258A1	61	60
Radios, Tactical	59	63
Cellular Phones	59	61
Binoculars	57	57
Anticontamination Suits	57	54
Decontamination Kit, M291	57	53
NBC Marking Kit (STANAG markers)	55	56
Training Kit, M256	55	48
Plotting Boards	55	47
Suit Maintenance Kits, M-3	50	53
Public Address System	48	48
First Aid Equipment	48	47
Decon Apparatus, Lightweight M-17	43	41
Nerve Agent Antidotes	41	37
Mobile Telephones	41	36
Self-Contained Breathing Apparatus	39	46
Camouflage Netting	36	39
Lensatic Compasses	36	36
Chemical Pattern Templates	36	34
Other	34	37
Civil Defense Radiological Monitoring Kits, CDV-777	34	26

TABLE 23B (CONTINUED)

EQUIPMENT ITEMS USED BY MORE THAN 20 PERCENT OF FIRST-JOB  
OR FIRST-ASSIGNMENT AFSC 3E9X1 PERSONNEL

<u>EQUIPMENT</u>	<u>1ST JOB (N=44)</u>	<u>1ST ASSIGN (N=94)</u>
Intrabase Pages	32	34
Portable Emergency Power Generators	32	34
Radiac Sets, AN/PDR 27 Series	32	32
Chemical Agent Monitors	32	27
Decontamination Kit, Skin, M258	32	27
Radio Battery Chargers	30	33
Ground-to-Air Radios	30	29
Fallout Pattern Templates	27	30
Decon Agents, i.e. Compounds/Solutions	27	27
Protective Masks, M17 Series	27	26
Dosimeters, IM-93	27	24
Automatic Chemical Agent Alarm, M-8A1	23	21
Cypher Locks	18	21

by OJT only. To illustrate, if a task has high TE and TD ratings and a high percentage of first-assignment personnel performing, an ATI above 16 is assigned to the task. Strong recommendations can be made to emphasize training a task with an ATI rating above 16 in a resident training course to both the knowledge and performance levels.

Tasks with the highest TE ratings for DAFSC 3E6X1 are listed in Table 24A, and tasks with the highest TE ratings for DAFSC 3E9X1 are listed in Table 24B. Included for each task are the percentage of first-job and first-assignment personnel performing the task and the TD rating. As illustrated by the 3E6X1 tasks listed, most apply to performing zonal and customer service activities, service call or damage control activities, and WIMS. Most 3E9X1 tasks listed apply to training; maintaining pre-, trans-, and post-attack response capability; and maintaining DP equipment.

Tables 25A and 25B list the tasks with the highest TD ratings for DAFSCs 3E6X1 and 3E9X1 respectively. The percentages of first-job, first-assignment, appropriate skill level personnel performing the tasks, and the TE ratings are included for each task. Most of the 3E6X1 tasks with high TD values are supervisory or managerial (Duties A-E) in nature or deal with writing reports or performing WIMS tasks. Most of the 3E9X1 tasks with high TD values deal with training, contingency tasks, planning and managing DP operations, or managing.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TD and TE ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

#### Specialty Training Standard (STS) Analysis

A comprehensive review of the AFSC 3E6X1 STS and 3E9X1 STS were made by comparing survey data to STS elements. To assist specifically in the examination of the STS, SMEs for each AFSC matched JI tasks to appropriate sections and subsections of their respective STS. A complete listing, displaying percent members performing tasks, TE and TD ratings for each task, along with STS matching has been forwarded to the technical school for use in further review of training documents. Using the guidance provided in AFI 36-2623, STS elements were reviewed in terms of TE, TD, and percent members performing information. Typically, tasks performed by 20 percent or more personnel in appropriate experience or skill-level groups, such as first-assignment (1-48 months TICF), and 5- and 7-skill level groups, should be considered for inclusion in the STS. Likewise, tasks with less than 20 percent performing in all of these groups should be considered for deletion from the STS.

A review of the 3E6X1 STS showed 50 percent of the STS items were unsupported (less than 20 percent members performing) by survey data. The unsupported items, along with accompanying JI tasks and survey data, are listed in Table 26A. Several of the unsupported tasks

TABLE 24A

**3E6X1**  
**SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS**  
**(PERCENT MEMBERS PERFORMING)**

TASKS	TNG EMP	1ST JOB	1ST ASSIGN	TASK DIFF
I364 Brief status of requested work to customers	6.39	53	48	3.32
I361 Assign cost-account codes to work orders	6.34	58	56	3.89
I366 Determine classification of work orders	6.34	26	21	4.15
I360 Assign control numbers to work requests, such as work orders and job orders	6.21	11	18	3.04
I367 Determine legality of Base Civil Engineering (BCE) performing requested word	6.16	53	52	5.06
I384 Research status of requested work	6.13	45	48	3.55
J395 Determine category of service calls	6.11	29	29	3.56
H344 Input actual hours and deviations on WIMS weekly work schedules	6.08	29	24	3.65
J411 Track emergency work requirements	6.03	16	16	3.34
I363 Brief customers on work requirements	5.97	32	31	3.58
J394 Coordinate contingencies or emergencies with appropriate agencies	5.95	32	32	5.05
I368 Determine types of DSW orders	5.89	32	34	3.62
H346 Maintain WIMS daily work schedules	5.87	11	6	3.55
J393 Assign service calls to cost centers	5.84	8	15	3.20
K429 Input labor man-hours into computer systems	5.82	16	15	3.36
H356 Update WIMS daily time records or work schedules	5.82	37	35	3.52
I385 Review delinquent DSW orders	5.76	53	53	3.74
I383 Process DSW orders	5.71	13	11	3.73
I388 Update automated DSW order system	5.71	24	23	3.49
H358 Write WIMS DSW job orders	5.63	11	8	3.48
J408 Plot contingency or emergency locations on base maps	5.63	8	5	4.16

\* Mean TE Rating is 1.62 and Standard Deviation is 1.41. High TE is 3.03.  
 \*\* Average TD Rating is 5.00

TABLE 24B

**3E9X1**  
**SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS**  
**(PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>	<u>TNG EMP</u>	<u>1ST JOB</u>	<u>1ST ASSIGN</u>	<u>TASK DIFF</u>
D153 Conduct chemical warfare defense (CWD) training	7.56	32	33	4.59
D161 Conduct mask confidence training	7.04	20	21	4.12
D156 Conduct disaster preparedness support team (DPST) training	6.85	43	52	5.56
D155 Conduct contamination control team training	6.77	9	7	4.93
O640 Perform inspections or user maintenance on MCU-2P series protective masks	6.40	25	23	3.86
P666 Identify agents using chemical detection kits or equipment during attack responses	6.33	48	49	5.08
D168 Conduct shelter management team (SMT) training	6.31	14	13	4.65
D152 Conduct camouflage, concealment, and deception (CCD) training	6.31	166	57	5.23
P677 Operate NBCCC during pre-, trans-, or post-attack responses	6.17	14	19	6.39
O589 Inspect chemical agent monitor	6.02	70	60	4.18
P662 Don or doff protective equipment during attack responses	6.02	30	23	3.66
O614 Operate chemical agent monitor	6.00	7	9	4.42
O632 Perform inspections or user maintenance on decontamination apparatus (DA)-(M-17)	5.96	41	38	5.31
O615 Operate M-8A1, automatic chemical agent vapor detector	5.90	16	16	4.92
P683 Perform surveys to detect or monitor areas of NBC contamination	5.83	30	28	5.15
P665 Give technical assistance to specialized teams during contamination control actions	5.83	30	28	5.15
D164 Conduct nuclear, biological, chemical (NBC) cell training	5.83	14	11	6.72
P669 Mark areas of NBC contamination	5.79	39	36	4.19
O590 Inspect CWD ground crew ensembles	5.75	23	19	3.04
D151 Conduct base populous DP orientation training	5.67	2	4	3.63

\* Mean TE Rating is 2.06 and Standard Deviation is 1.67. High TE is 3.73.

\*\* Average TD Rating is 5.00

TABLE 25A

**3E6X1**  
**TASKS WITH HIGHEST TASK DIFFICULTY RATINGS**  
**(PERCENT MEMBERS PERFORMING)**

TASKS	<u>TD</u>	1ST JOB	1ST ASN	3E631	3E651	3E671	3E691	<u>TE</u>
H339 Develop WIMS software programs	7.53	29	34	35	29	34	27	1.18
H350 Modify WIMS software programs	7.19	16	13	9	14	14	7	0.92
A35 Plan emergency war order (EWO) procedures	6.95	32	42	36	63	65	80	0.92
C144 Write responses to inquiries, such as higher-level or congressional inquiries	6.83	16	18	9	0	38	20	0.42
B63 Direct development of operational plans (OPLANS)	6.78	29	31	30	0	28	20	0.39
M515 Write UNITREP reports	6.64	18	16	10	0	21	7	1.37
A12 Develop cost-reduction programs	6.51	39	42	43	14	53	40	0.84
B69 Direct workforce management analysis or branch operations	6.37	26	32	34	43	25	13	1.89
A18 Develop supplements or changes to directive or publications	6.35	32	31	21	43	42	27	0.76
L444 Analyze costs	6.33	32	35	38	14	28	20	1.08
A20 Draft budget requirements	6.27	13	19	24	29	30	27	0.97
B56 Conduct staff assistance visits (SAVs)	6.23	18	23	14	0	42	53	0.58
C95 Brief base exercise evaluation teams (EETs) on DP exercises	6.22	13	13	16	14	35	33	0.76
P663 Draft or write NBC reports during pre- or post-attack responses	6.21	16	19	18	0	21	13	0.68
C103 Develop exercise criteria	6.15	21	19	9	43	31	13	0.61
E255 Write reports on SAVs	5.97	24	27	11	0	41	80	0.89
M467 Conduct mobility exercise or deployment site surveys	5.95	21	18	13	14	23	13	1.76
H357 Verify integrity of WIMS database, such as after downtimes or modifications	5.79	32	37	42	14	19	13	2.32
H359 Write WIMS management reports	5.72	45	50	59	29	25	13	4.21

TABLE 25B

**3E9X1**  
**TASKS WITH HIGHEST TASK DIFFICULTY RATINGS**  
**(PERCENT MEMBERS PERFORMING)**

<b>TASKS</b>	<b>TD</b>	<b>1ST</b>		<b>5</b>		<b>7</b>		<b>9</b>		<b>CEM</b>	<b>TE</b>
		<b>JOB</b>	<b>ASN</b>	<b>LVL</b>	<b>LVL</b>	<b>LVL</b>	<b>LVL</b>	<b>LVL</b>	<b>LVL</b>		
C144 Write responses to inquiries, such as higher-level or congressional inquiries	58	6.87	18	21	11	51	62	80	67		
C131 Participate on IG teams		6.84	14	16	11	29	31	20	58		
D160 Conduct HAZ-MAT training		6.92	7	16	21	39	38	0	5.27		
D164 Conduct nuclear, biological, chemical (NBC) cell training		6.72	14	11	12	15	15	0	5.83		
M477 Develop CE disaster preparedness annexes for base war support or operations plans		6.62	9	15	16	35	38	0	2.67		
A35 Plan emergency war order (EWO) procedures		6.54	55	70	66	78	85	80	6.69		
G308 Analyze BEAMS in-service work plan (IWP) imbalances		6.46	52	44	42	29	8	0	0		
B84 Supervise civilians		6.40	23	33	30	54	54	20	2.81		
P677 Operate NBCCC during pre-, trans-, or post-attack responses		6.39	14	19	23	30	15	0	6.17		
B67 Direct readiness operations		6.37	14	15	10	21	23	0	1.77		
N564 Draft requests for radioactive materials permit		6.31	9	14	16	31	46	40	2.35		
A22 Draft inputs for statements of operational needs, such as for improvement of Nuclear, Biological, and Chemical (NBC)		6.21	16	22	15	27	38	20	1.50		
N581 Write mission needs statements		6.20	16	24	24	40	62	0	1.98		
C104 Develop Inspector General (IG) team inspection checklists		6.20	14	19	21	46	62	60	0.56		
N517 Chair CWD working group meetings		6.16	32	44	46	43	31	0	1.08		
S757 Assemble AM-2 matting for rapid runway repairs		6.13	50	60	53	59	46	40	1.60		
N558 Develop criteria for evaluating DP programs		6.09	20	29	31	41	54	40	2.67		
A7 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations		6.07	41	39	38	51	62	40	2.00		
A5 Conduct or complete staff studies		6.05	50	55	53	51	38	0	1.00		
S759 Assemble folding fiberglass mats (FFMs)		6.00	27	26	26	25	23	0	0.65		
M465 Analyze time phase force development listings (TPFDLs) for civil engineering feasibility		5.94	23	23	22	42	69	0	1.65		
N555 Develop checklists for initial response to nuclear accidents		5.94	23	27	27	37	54	60	4.67		

TABLE 26A

**3E6X1**  
**STS ELEMENTS NOT SUPPORTED BY SURVEY DATA**  
**(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

STS ITEMS/TASKS	TE	ATI	JOB	1ST	3	5	7	9	LVL	LVL	TD
				IST	ASN	LVL	LVL	LVL	LVL	LVL	TD
8.04 Plan logistics support											
K0438 Review or determine impact of material delivery date	3.95	11	11	13	12	14	12	13	4.53		
8.06 Scheduling time accounting											
H0346 Maintain WIMS daily work schedules	5.87	*	11	0	7	14	8	7	3.55		
K0420 Develop daily or weekly manual work schedules	4.05	*	16	4	10	14	16	7	4.72		
K0429 Input labor man-hours into computer systems	5.82	9	16	13	12	14	15	13	3.36		
8.11 Mark "As Built" Drawings											
J0397 Determine currency of base utility maps	3.16	*	8	8	13	14	15	7	4.16		
8.13.01 Perform inputs											
K0429 Input labor man-hours into computer systems	5.82	9	16	13	12	14	15	13	3.36		
8.13.02 Maintain files											
K0433 Maintain manual DSW job order or work files	4.13	*	16	13	10	0	11	7	4.22		
8.13.03 Develop automated data											
I0392 Write work status reports	4.45	*	11	4	13	0	10	7	5.35		
8.13.05 Perform automated data analysis											
L0453 Evaluate deviations from standards	1.26	*	0	4	1	0	1	7	5.71		
8.13.06 Process Written Requests											
K0422 Draft base-wide announcement for utility outages or traffic flow interruptions	2.95	*	0	4	5	14	2	0	4.43		
12.02.03 Prepare Direct Scheduled Work											
H0358 Write WIMS DSW job orders	5.63	*	11	4	7	14	12	13	3.48		
12.03.03 Process Direct Scheduled Work											
I0383 Process DSW orders	5.71	*	13	8	17	14	13	7	3.73		
12.04.03 Prepare Work Orders											
H03553 Prepare WIMS 327, Base Civil Engineer Work Order	5.34	*	13	8	7	14	10	13	4.08		

\* Mean 3E6X1 TE Rating is 1.62, Standard Deviation is 0.64, and High TE is 2.26  
 \*\* Average TD Rating is 5.00

TABLE 26A (CONTINUED)

**3E6X1**  
**STS ELEMENTS NOT SUPPORTED BY SURVEY DATA**  
**(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

STS ITEMS/TASKS		TE	ATI	1ST JOB	ASN	LVL	LVL	LVL	LVL	TD	9
12.04.04	Process Work Orders										
	H0336 Cancel WIMS work orders	4.79	*	8	13	7	14	12	7	3.02	
	H0355 Review WIMS 327, Base Civil Engineer Work Order	4.89	*	5	4	5	0	5	13	3.73	
	K0424 Establish work order start or completion dates	3.92	*	0	0	3	14	1	0	5.03	
12.09	Weekly Work Schedule										
	K0420 Develop daily or weekly manual work schedules	4.05	*	16	4	10	14	16	7	4.72	
12.10	Daily Work Schedule										
	H0346 Maintain WIMS daily work schedules	5.87	*	11	0	7	14	8	7	3.55	
	K0420 Develop daily or weekly manual work schedules	4.05	*	16	4	10	14	16	7	4.72	
	K0427 Identify carryover work	4.95	*	11	8	15	0	12	13	3.75	
13.01	K0441 Schedule initial release of DSW job orders or work orders	3.71	*	3	4	7	0	2	13	4.16	
	Perform analytical studies on operating data to determine work force efficiency										
	L0455 Perform analytical studies, other than cost studies	0.61	*	0	0	1	0	1	7	6.81	
	Analyze cost										
	L0456 Perform cost-analytical studies	0.42	*	3	0	1	0	7	13	6.82	
	Analyze performance										
	L0446 Analyze manpower, man-hour standards, or work plans	1.32	*	3	8	4	0	9	13	6.42	
	L0458 Perform semiannual trend analyses on job orders	1.79	*	0	0	0	0	1	7	6.03	
	L0459 Perform work order variance analyses	1.37	*	0	0	2	0	4	13	6.16	
	Analyze work load estimates										
	L0450 Develop work load factors for manpower requirements	0.55	*	0	4	0	0	2	13	6.71	
	Analyze Work plans										
	K0435 Review DSW job order packages	3.95	*	16	8	5	14	15	7	4.16	
	Log and control damage reports including service call										
	J0408 Plot contingency or emergency locations on base maps	5.63	*	8	0	5	0	1	7	4.16	
	Maintain personnel accountability, duty and standby										
	J0410 Recall standby personnel	4.08	*	13	4	14	14	13	7	3.05	

\* Mean 3E6X1 TE Rating is 1.62, Standard Deviation is 0.64, and High TE is 2.26

\*\* Average TD Rating is 5.00

pertain to workforce management, analysis of workforce management, and WIMS. Training personnel and SMEs should review these unsupported STS items to determine if inclusion in future revisions is warranted.

A review of the 3E9X1 STS showed 33 percent of the STS items were unsupported by survey data. The unsupported items, along with accompanying JI tasks and survey data, are listed in Table 26B. Several of the unsupported tasks pertain to readiness management, planning and managing DP operations, and maintaining major accident response capability. Readiness management tasks may be better supported in future studies due to the conversion of 3E6X1 personnel who are to perform readiness management duties. Training personnel and SMEs should review these unsupported STS items to determine if inclusion in future revisions is warranted.

Tasks performed by 20 percent or more of criterion groups, but not matched by the SMEs to any STS paragraphs are listed in Table 27A and 27B for 3E6X1 and 3E9X1 respectively. Training personnel and SMEs should review these and other unreferenced tasks to determine their appropriateness in being included in the STS.

#### 3E6X1 Plan of Instruction (POI)

POI J3ALR3E631 007, Operations Apprentice, dated 12 March 1996, was reviewed against OSR data in a manner similar to the STS analysis. Percent members performing data for first-job (1-24 months TICF) and first-assignment (1-48 months TICF) personnel, TE, TD, and ATI ratings were examined.

Objectives were analyzed using a criterion of 30 percent or more first-assignment personnel performing trained tasks. Tasks trained in the course not meeting these criteria should be considered for elimination from formal course training if not justified on some other acceptable basis.

POI analysis revealed a high number of unsupported elements. These unsupported elements are listed in Appendix B. Unsupported elements were concentrated in the areas of performing contingency tasks, workforce management, and workforce management analysis.

Only 11 tasks, performed by over 30 percent of first-job or first-assignment personnel, were not matched to the POI (see Table 28). These tasks were not concentrated around any one area. Training personnel and SMEs should review these unreferenced tasks to determine if this area should be incorporated into the formal course.

TABLE 26B

**3E9X1**  
**SAMPLE OF STS ELEMENTS NOT SUPPORTED BY SURVEY DATA**  
**(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

<b>STS ITEMS/TASKS</b>	<b>TE</b>	<b>ATI</b>	<b>1ST JOB</b>	<b>1ST ASN</b>	<b>5 LVL</b>	<b>7 LVL</b>	<b>9 LVL</b>	<b>CEM</b>	<b>ID</b>
1.05.01 Assesses Manpower requirements	0.79	*	2	6	6	11	0	0	5.19
M0484 Evaluate manpower changes									
1.05.02 Identify budget requirements	1.54	*	2	2	3	3	0	0	5.61
M0494 Maintain budget requirements for readiness and contingency teams									
1.05.03 Determine equipment requirements	2.73	*	5	2	4	5	8	0	4.74
F0271 Input DP communications requirements	2.46	*	5	2	6	2	8	0	4.85
F0298 Prepare requisitions for local purchase of equipment	2.00	*	5	4	5	7	8	0	4.58
N0551 Coordinate storage of CWD equipment with appropriate agencies	2.40	*	11	8	8	8	0	0	5.04
S0795 Ready equipment for deployments	2.40	*	11	8	8	8	0	0	
1.05.05 Determine vehicle requirements	2.15	*	5	6	9	18	15	0	3.38
S0795 Ready equipment for deployments									
5.02.02 Conduct training and certify task proficiency									
D0148 Administer or score tests									
8.11.01 Perform inputs	2.67	*	5	4	4	3	0	0	4.23
F0293 Prepare documentation to transfer organization equipment									
8.11.02 Maintain files	0.15	*	16	12	14	9	8	0	4.87
F0290 Perform file maintenance on work order master (WCM) files or work order shop (WCN) files									
N0506 Maintain Prime BEEF management files	1.44	*	0	2	2	5	0	0	4.45
8.11.03 Develop automated reports	2.67	*	5	4	4	3	0	0	4.23
F0293 Prepare documentation to transfer organization equipment									
8.11.04 Extract automated reports	0.96	*	5	4	4	4	8	0	3.98
F0304 Review automated scheduling products									
8.11.05 Perform automated data analysis	0.96	*	5	4	4	4	8	0	3.98
F0304 Review automated scheduling products	0.83	*	2	2	2	1	0	0	4.48
F0306 Review validation computer listings									

NOTE: Mean TE Rating for 3E9X1 is 2.06, Standard Deviation is 0.64, and High TE is 2.26  
 Average TD Rating is 5.00

## 3E9X1

**SAMPLE OF STS ELEMENTS NOT SUPPORTED BY SURVEY DATA  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

<u>STS ITEMS/TASKS</u>	<u>TE</u>	<u>ATI</u>	<u>1ST</u>	<u>JOB</u>	<u>1ST</u>	<u>ASN</u>	<u>5</u>	<u>LVL</u>	<u>7</u>	<u>LVL</u>	<u>9</u>	<u>CEM</u>	<u>TD</u>
9.01 Use radios													
J0406 Maintain portable radios	0.98	*	0		2		1		1		0	0	3.23
Q0716 Determine communication requirements during major accident responses	3.21	*	2		8		8		6		8	0	4.94
10.03 Use technical publications													
F0260 Coordinate materiel deficiency reports (MDR) with appropriate agencies	0.88	*	9		10		9		12		8	0	4.95
10.04 Maintain technical publications													
M0498 Maintain data reference libraries	1.79	*	7		8		12		8		15	0	4.46
12.02.02 Perform hazard analysis, to include hazard identification, vulnerability analysis, and risk assessment													
A0015 Develop inputs to mobility, contingency disaster preparedness or unit emergency or alert plans or directives	2.98	*	11		8		7		8		15	0	5.94
12.02.04.01 OPLAN 32-1													
M0499 Maintain disaster preparedness annexes for base war support or operations plans	2.21	*	7		8		9		14		8	0	6.77
12.02.04.02 BCE Contingency Response Plan													
M0479 Develop contingency response plans	2.21	*	7		8		9		14		8	0	5.16
13.02.02 Response Phase													
Q0697 Assist maintenance personnel on hydrazine-related accidents	2.35	*	11		14		13		13		8	0	5.30
Q0698 Assist on-scene commanders during major accident responses	4.73	*	0		8		10		8		8	0	5.71
13.03.04.01 Develop input to recovery plans													
M0476 Develop base recovery checklists	2.29	*	0		4		3		5		15	0	6.02
Q0723 Draft or write DP portion of activities summaries for major accident responses	3.04	*	5		6		7		9		15	0	5.77
13.02.04.02.01 Recover Radial Survey													
J0408 Plot contingency or emergency locations on base maps	1.00	*	0		2		2		1		0	0	3.84

NOTE: Mean TE Rating for 3E9X1 is 2.06, Standard Deviation is 0.64, and High TE is 2.26  
Average TD Rating is 5.00

TABLE 26B (CONTINUED)

3E9X1

**SAMPLE OF STS ELEMENTS NOT SUPPORTED BY SURVEY DATA  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

<u>STS ITEMS/TASKS</u>	<u>TE</u>	<u>ATI</u>	<u>1ST</u>	<u>JOB</u>	<u>1ST</u>	<u>ASN</u>	<u>5</u>	<u>LVL</u>	<u>7</u>	<u>LVL</u>	<u>9</u>	<u>CEM</u>	<u>TD</u>
13.02.04.02.01 Recover Grid Survey		*	0	2	2	2	1	1	0	0	0		3.84
10408 Plot contingency or emergency locations on base maps	1.00												
13.02.04.03 Establish initial perimeter definition													
Q0709 Coordinate evacuation cordons for major accident responses with local authorities	2.19	*	5	6	6	6	12	15	15	15	15	0	5.38
13.02.04.04 Provide inputs to required reports													
Q0722 Draft input to public affairs for disseminating messages to base populous during major accident responses	1.58	*	2	4	5	5	10	15	15	15	15	0	5.09
R0751 Draft TEMPEST RAPID report inputs	1.94	*	11	8	11	11	14	14	8	8	8	0	5.46
13.03.05 Coordinate support with other agencies													
J0394 Coordinate contingencies or emergencies with appropriate agencies	0.46	*	0	2	1	1	1	1	0	0	0	0	5.19
14.02.02 States and stages of alert													
P0649 Brief dependents not evacuated during noncombatant evacuation operations (NEOs)	2.77	*	9	8	13	13	19	19	15	15	15	0	4.58
P0661 Disseminate messages to base populous during attack responses	3.06	*	5	6	6	6	10	10	8	8	8	0	4.26
14.03.04 Determine protective equipment requirements													
N0547 Coordinate projected protective shelter requirements with CE	2.04	*	5	4	6	6	8	8	15	15	15	0	4.95
14.03.06 Monitor/mark contaminated areas													
N0571 Prepare contamination warning signs	2.94	*	0	12	7	7	4	4	0	0	0	0	3.71
14.04.03 Identify incapacitation levels													
N0545 Coordinate procedures for identifying possible biological agents with medical personnel	2.23	*	5	6	6	6	14	14	15	15	15	0	5.56
14.04.04 Identify lethal levels													
N0545 Coordinate procedures for identifying possible biological agents with medical personnel	2.23	*	5	6	6	6	14	14	15	15	15	0	5.56
14.06.03.01 Exposure control actions													
S0791 Perform shelter team manager or member duties	3.17	*	0	0	1	1	0	0	0	0	0	0	4.94
14.06.03.03 Conduct Contamination Control Area (CCA) procedures													
S0791 Perform shelter team manager or member duties	3.17	*	0	0	1	1	0	0	0	0	0	0	4.94

NOTE: Mean TE Rating for 3E9X1 is 2.06, Standard Deviation is 0.64, and High TE is 2.26

Average TD Rating is 5.00

## 3E6XI

TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE  
GROUP MEMBERS AND NOT REFERENCED TO THE STS

<u>TASKS</u>	<u>TNG EMP</u>	<u>ATI</u>	<u>1ST JOB</u>	<u>1ST ASN</u>	<u>5 LVL</u>	<u>7 LVL</u>	<u>9 LVL</u>	<u>TSK DIFF</u>
E236 Maintain classified material safes	2.84	7	34	29	0	24	40	4.57
E251 Proofread materials	1.71	7	21	25	29	21	13	4.37
E252 Type correspondence, such as reports or records	2.24	7	29	25	0	36	53	4.22
E253 Write minutes of briefings or conferences	1.66	7	26	29	0	41	67	4.60
E255 Write reports on SAVs	0.89	2	24	33	0	41	80	5.97
F259 Complete accident or incident report forms	1.32	16	24	29	43	48	53	4.18
F266 Evaluate equipment allowance or authorization changes	0.97	*	21	17	29	24	13	4.95
F273 Issue equipment or supplies	2.45	*	34	33	29	29	13	3.38
F274 Log issue of equipment or supplies	2.55	*	29	25	29	25	13	3.01
F275 Log turn-ins of equipment or supplies	2.42	*	32	25	14	22	13	3.13
F276 Maintain base service store (BSS) accounts	0.74	*	26	21	14	21	13	4.21
F291 Prepare changes for table of allowances (TAs) reviews	0.82	2	18	21	57	25	27	5.08
H342 Draft WIMMS maintenance action sheets (MSSs)	3.84	18	37	50	29	19	7	4.42
H345 Maintain WIMMS completed job order tape files for direct schedule work (DSW)	3.21	18	34	50	14	19	7	4.31
H352 Perform WIMMS backup and restore functions	2.03	7	24	42	29	24	20	5.37
H354 Review WIMMS hardware maintenance contracts	1.16	14	37	25	43	25	13	5.25
H357 Verify integrity of WIMMS database, such as after downtimes or modifications	2.32	17	32	46	14	19	13	5.79
J394 Coordinate contingencies or emergencies with appropriate agencies	5.95	11	32	33	43	19	7	5.05
J399 Inspect BCE vehicles, before operator use	2.11	3	34	39	29	11	7	2.61
K418 Coordinate special work vehicle or equipment requirements with appropriate agencies	3.29	11	29	17	14	17	0	4.73
K440 Schedule equipment maintenance	1.45	4	37	38	43	29	20	3.91
J407 Monitor Energy Management and Control Systems (EMCS)	1.47	2	26	17	0	13	7	5.38
K416 Coordinate special work vehicle or equipment requirements with appropriate agencies	3.29	11	29	17	14	17	0	4.73
P663 Draft or write NBC reports during pre-or postattack responses	0.68	2	16	25	0	21	13	6.21
S758 Assemble CCD equipment	3.08	11	29	29	43	22	20	4.44
S767 Erect concrete portable revetments	1.53	2	29	29	43	22	20	4.44
S780 Participate in convoy techniques for work party security	3.03	3	24	29	14	24	20	3.78
S790 Perform seab silikil repairs	1.63	*	18	25	29	22	20	4.39
S795 Ready equipment for deployments	3.42	*	16	21	57	27	27	5.19
S800 Tow AM-2 matting for rapid runway repairs	1.13	2	45	58	86	39	13	4.38

TABLE 27B

**3E9X1**  
**TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE**  
**GROUP MEMBERS AND NOT REFERENCED TO THE STS**

TASKS	TNG	1ST	1ST	5	7	9	TSK
	EMP	ATI	JOB	ASN	LVL	LVL	DIFF
E230 Distribute planning board correspondence	1.08	6	20	26	24	15	0
E236 Maintain classified material safes	3.85	*	36	46	40	31	0
E238 Maintain equipment or supply status reports, such as D-18 report or DO-4	3.60	*	66	62	44	8	3.26
E239 Maintain forms distribution	1.38	*	36	28	25	8	5.00
E248 Maintain uncontrolled reports	1.35	*	36	30	38	23	3.61
E251 Proofread materials	2.17	*	45	38	36	31	3.36
E252 Type correspondence, such as reports or records	2.65	*	41	48	69	77	4.19
E253 Write minutes of briefings or conferences	1.79	*	30	46	69	77	4.44
E255 Write reports on SAVs	2.85	*	23	36	70	85	4.82
F273 Issue equipment or supplies	3.04	*	50	44	36	8	5.56
F270 Initiate quality control evaluation data forms	0.58	*	36	22	31	15	3.43
G308 Analyze BEAMS in-service work plan (IWP) imbalances	0	*	52	36	29	8	4.30
M467 Conduct mobility exercise or deployment site surveys	1.92	*	30	28	41	54	6.46
M502 Maintain mobility pallets or cargo nets	2.69	*	23	16	22	23	5.79
N517 Chair CWD working group meetings	1.08	16	32	54	43	31	4.49
N519 Coordinate action plans for survivability recovery and reconstitution (SRR) operations with appropriate agencies	2.27	17	11	12	32	46	6.16
N539 Coordinate operational report documents (ORDSSs) with appropriate agencies	1.17	*	20	34	48	38	5.65
N555 Develop checklists for initial response to nuclear accidents	4.67	*	23	30	37	54	5.94
N556 Develop checklists for natural disaster response procedures	4.77	*	20	36	40	46	5.58
N557 Develop checklists for nonnuclear major accident response procedures	4.69	*	23	44	45	46	5.45
O584 Inspect AE/23D3 automatic chemical alarm detectors	3.58	*	50	34	28	15	4.48
O591 Inspect first aid equipment	3.46	8	52	54	38	31	2.68
O596 Inspect M-26A1 masks	1.69	*	32	30	23	15	3.80
O598 Inspect M-591, automatic chemical agent detector	3.33	*	34	36	25	8	3.26
O601 Inspect portable vapor detectors	4.71	*	70	50	41	31	3.54
O607 Maintain FEMA equipment calibration schedules	3.85	*	34	14	14	15	3.04
O612 Maintain TCPS	3.31	*	50	34	25	15	4.28
O619 Operationally check emergency power generators	4.54	*	61	64	56	31	3.95
O621 Perform inspections or organizational maintenance on collective protective systems (SCPS-2)	3.15	*	30	40	35	15	5.61
O629 Perform inspections or user maintenance on battery chargers	3.44	*	52	44	39	15	2.41

**TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE  
GROUP MEMBERS AND NOT REFERENCED TO THE STS**

TASKS	TNG EMP	ATI	1ST JOB	1ST ASN	5 LVL	7 LVL	9 LVL	TSK DIFF
O631 Perform inspections or user maintenance on contamination control area (CCA) training equipment	4.52	*	16	22	22	23	0	3.57
O638 Perform inspections or user maintenance on M-9A1 masks	1.02	*	30	16	24	15	0	4.15
P655 Direct construction of expedient protective facilities through SRC during pre-attack responses	2.48	17	45	48	41	23	0	5.74
P682 Perform self-aid measures during postattack responses	4.81	18	39	50	41	23	0	4.75
P691 Submit inputs for OPREP-3 reports during attack responses	2.83	*	32	38	36	15	0	5.24
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	5.31	*	57	66	56	38	0	4.11
Q701 Brief on methods of contamination control during major accident responses	3.83	*	25	26	36	38	0	4.11
Q702 Brief on protective equipment during major accident responses	4.31	*	23	36	42	38	0	4.95
Q706 Conduct tests for presence of radiation at nuclear accident scenes	5.65	*	18	42	44	23	0	5.39
Q707 Coordinate air samplings during major accident responses with BEE	3.35	*	32	38	34	23	0	4.91
Q727 Maintain event logs during major accident responses	4.75	*	23	24	24	15	0	4.09
Q728 Notify appropriate agencies of support needed for environmental conditions during major accident responses	2.56	*	52	66	53	46	0	4.76
Q730 Operate NBCCCCs during major accident responses	5.29	18	64	72	59	46	0	5.37
Q734 Participate as member of SRC during major accident or major natural responses	3.83	*	34	50	56	38	0	5.57
Q735 Perform chemical detection actions during major accident responses	4.56	*	18	30	32	23	0	5.20
Q737 Perform major accident recovery operations	4.17	18	43	66	54	38	0	5.33
Q739 Protect classified material during major accident responses	4.00	18	18	16	26	15	0	4.43
Q740 Provide support for civil emergencies, such as management or refugees or search and rescue	2.46	*	25	22	24	23	0	5.33
R744 Activate specialized teams and obtain logistical support during natural disaster responses	4.35	*	55	74	56	38	0	4.44
R753 Inspect for activation of protective shelters for natural disaster responses	2.79	*	32	54	44	31	0	4.42
S757 Assemble AM-2 matting for rapid runway repairs	0.71	*	50	68	59	46	0	6.13
S759 Assemble folding fiberglass mats (FFMs)	0.65	*	27	24	25	24	0	6.00
S767 Erect concrete portable revetments	1.00	*	30	26	36	23	0	5.43
S769 Fire weapons, such as .9-MM pistols or M-16 rifles	4.23	*	41	26	30	23	0	3.78
S770 Lay AM-2 matting for aircraft parking revetments	0.48	16	55	42	43	23	0	5.66
S800 Tow AM-2 matting for rapid runway repairs	0.19	16	57	30	35	31	0	5.36

TABLE 28

**3E6X1**  
**TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE**  
**GROUP MEMBERS AND NOT REFERENCED TO THE POI**

<b>TASKS</b>			<b>1ST ASN</b>	<b>TSK DIFF</b>
	<b>TNG EMP</b>	<b>ATI</b>		
E236 Maintain classified material safes	2.84	7	34	29
F302 Research supply documents, such as TAs	1.97	*	32	13
H352 Perform WIMS backup and restore functions	2.03	7	24	42
H354 Review WIMS hardware maintenance contracts	1.16	14	37	25
H357 Verify integrity of WIMS database, such as after downtimes or modifications	2.32	17	32	46
I368 Determine types of DSW orders	5.89	13	32	38
I379 Maintain collection work order number (CWON) lists	4.56	9	21	33
J394 Coordinate contingencies or emergencies with appropriate agencies	5.95	11	32	33
J396 Determine currency of base maps, other than base utility maps	4.26	9	32	29
K416 Coordinate scheduled work with customers	5.42	*	37	13
K440 Schedule equipment maintenance	1.45	4	37	38

## JOB SATISFACTION ANALYSIS

An examination of responses to the job satisfaction questions can give career ladder managers a better understanding of some of the factors affecting the job performance of airmen in the career ladder. Job satisfaction data can be expanded to provide indications of general attitudes within specific DAFSC groups.

The job satisfaction responses of the current 3E6X1 survey sample were analyzed through the following comparisons: (1) among TICF groups of the AFSC 3E6X1 career ladder and a comparative sample of another direct support lateral entry career ladder surveyed the previous year, (2) between current and previous AFSC 3E6X1 personnel, and (3) across specialty groups identified in the **SPECIALTY JOBS** section of this report. The job satisfaction responses of the current 3E9X1 survey sample were analyzed using the same type of comparisons.

Table 29A shows the comparison of TICF group data of AFSC 3E6X1 respondents to a comparative sample of a direct support lateral entry career ladder surveyed the previous year, and Table 29B shows the comparison of TICF group data of AFSC 3E9X1 respondents to a comparative sample of a command support lateral entry career ladder surveyed the previous year. These data provide a relative measure of how AFSC 3E6X1 and 3E9X1 personnel job satisfaction responses compare with similar Air Force specialties. Operations personnel are less satisfied with their jobs than members of a comparative sample of direct support lateral entry personnel, and readiness personnel are slightly less satisfied with their jobs than members of a comparative sample of command support lateral entry personnel.

An indication of changes in job satisfaction perceptions within the 3E6X1 career ladder over time is provided in Table 30A, comparing TICF group data for current survey respondents to TAFMS data of previous survey respondents. TICF data was not available from the previous 3E6X1 (formerly AFSC 555X0) survey because in 1988, the production control career ladder was not a lateral entry career field. The current first-assignment AFSC 3E6X1 respondents appear more satisfied with their jobs than those respondents surveyed in 1988. The current survey 49-96 months TICF group members exhibit less job satisfaction than the respondents surveyed in 1988 as well as less job satisfaction than the current first-assignment personnel. Current survey respondents with more than 97 months TICF show the same amount of job satisfaction as their counterparts in 1988; however, more members of the current survey plan to retire than those members in 1988.

Table 30B indicates job satisfaction between TICF group data for the current 3E9X1 survey sample and the previous 3E9X1 (formerly AFSC 05XX/242X0) survey sample. Similar to their 1988 counterparts, 3E9X1 members show high satisfaction for their job. Current respondents with 1-48 months TICF show higher satisfaction with the utilization of their training than their counterparts in 1988.

TABLE 29A

**3E6X1**  
**COMPARISON OF JOB SATISFACTION INDICATORS BY TICF GROUPS AND COMPARATIVE SAMPLE**  
**(PERCENT MEMBERS RESPONDING)**

	1-48 MONTHS			49-96 MONTHS			97+ MONTHS		
	DAFSC 3E6X1 N=62	COMP SAMP N=148	DAFSC 3E6X1 N=141	DAFSC 3E6X1 N=253	COMP SAMP N=199	DAFSC 3E6X1 N=199	COMP SAMP N=262		
<b>EXPRESSED JOB INTEREST:</b>									
INTERESTING	60	83	51	76	70	82			
SO-SO	18	11	21	14	15	12			
DULL	22	5	28	10	15	6			
NO RESPONSE	0	1	0	0	0	0			
<b>PERCEIVED UTILIZATION OF TALENTS:</b>									
FAIRLY WELL TO PERFECTLY	73	92	65	90	77	86			
LITTLE OR NOT AT ALL	27	7	35	10	23	14			
NO RESPONSE	0	1	0	0	0	0			
<b>PERCEIVED UTILIZATION OF TRAINING:</b>									
FAIRLY WELL TO PERFECTLY	70	83	65	78	65	81			
LITTLE OR NOT AT ALL	30	15	35	21	35	19			
NO RESPONSE	0	2	0	1	0	0			
<b>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</b>									
SATISFIED	56	76	52	71	63	76			
NEUTRAL	10	19	13	10	12	6			
DISSATISFIED	34	3	35	19	25	18			
NO RESPONSE	0	2	0	0	0	0			
<b>REENLISTMENT INTENTIONS:</b>									
YES, OR PROBABLY YES	81	70	63	71	54	63			
NO, OR PROBABLY NO	14	25	31	16	14	9			
PLAN TO RETIRE	6	5	6	13	32	28			

TABLE 29B

**3E9X1**  
**COMPARISON OF JOB SATISFACTION INDICATORS BY TICF GROUPS AND COMPARATIVE SAMPLE**  
**(PERCENT MEMBERS RESPONDING)**

	1-48 MONTHS			49-96 MONTHS			97+ MONTHS		
	DAFSC		COMP	DAFSC		COMP	DAFSC		COMP
	3E9X1	SAMP	N=94	3E9X1	SAMP	N=119	3E9X1	SAMP	N=243
<b>EXPRESSED JOB INTEREST:</b>									
INTERESTING	79	88		71	87		69	80	
SO-SO	7	9		20	9		20	13	
DULL	14	3		9	4		11	7	
<b>PERCEIVED UTILIZATION OF TALENTS:</b>									
FAIRLY WELL TO PERFECTLY	76	87		76	85		83	85	
LITTLE OR NOT AT ALL	24	13		24	15		17	15	
<b>PERCEIVED UTILIZATION OF TRAINING:</b>									
FAIRLY WELL TO PERFECTLY	85	88		79	83		79	83	
LITTLE OR NOT AT ALL	15	12		21	17		21	17	
<b>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</b>									
SATISFIED	66	79		59	71		58	75	
NEUTRAL	6	6		17	10		12	8	
DISSATISFIED	28	15		24	19		30	17	
<b>REENLISTMENT INTENTIONS:</b>									
YES, OR PROBABLY YES	72	70		80	71		57	60	
NO, OR PROBABLY NO	14	25		14	16		11	12	
PLAN TO RETIRE	14	5		6	13		32	28	

\* Comparative data are from AFSC 5J0X1-Paralegal surveyed in 1995

TABLE 30A

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 3E6X1  
 TICF GROUPS IN CURRENT STUDY AND TAFMS GROUPS IN PREVIOUS STUDY  
 (PERCENT MEMBERS RESPONDING POSITIVELY)

	1-48 MONTHS			49-96 MONTHS			97+ MONTHS		
	1996 (N=62)	1988 (N=156)	(N=141)	1996 (N=141)	1988 (N=140)	(N=140)	1996 (N=199)	1988 (N=734)	(N=734)
<u>EXPRESSED JOB INTEREST:</u>									
INTERESTING	60	51	51	63	69	69	69	69	69
SO-SO	17	27	21	22	16	16	17	17	17
DULL	23	22	28	15	15	15	13	13	13
<u>PERCEIVED UTILIZATION OF TALENTS:</u>									
FAIRLY WELL TO PERFECTLY	73	62	66	75	76	75	75	75	75
LITTLE OR NOT AT ALL	27	38	34	25	24	24	24	24	24
<u>PERCEIVED UTILIZATION OF TRAINING:</u>									
FAIRLY WELL TO PERFECTLY	70	79	65	68	64	64	70	70	70
LITTLE OR NOT AT ALL	30	21	35	31	36	36	29	29	29
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>									
SATISFIED	56	*	35	*	25	*	25	*	25
NEUTRAL	10	*	13	*	12	*	12	*	12
DISSATISFIED	34	*	52	*	63	*	63	*	63
<u>REENLISTMENT INTENTIONS:</u>									
YES, OR PROBABLY YES	81	59	63	77	54	74	74	74	74
NO, OR PROBABLY NO	13	41	31	21	14	14	8	8	8
PLAN TO RETIRE	6	0	6	1	32	32	17	17	17

\* Information not available  
 \*\* Percentages may not add to 100 due to rounding

TABLE 30B

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 3E9X1  
 TICF GROUPS IN CURRENT STUDY AND TAFMS GROUPS IN PREVIOUS STUDY  
 (PERCENT MEMBERS RESPONDING POSITIVELY)

	1-48 MONTHS		49-96 MONTHS		97+ MONTHS	
	1996 (N=94)	1988 (N=59)	1996 (N=96)	1988 (N=39)	1996 (N=165)	1988 (N=36)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	79	73	71	69	69	83
SO-SO	7	17	20	21	20	6
DULL	14	10	9	8	11	11
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	76	73	76	77	83	83
LITTLE OR NOT AT ALL	24	27	24	23	17	17
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	86	64	79	77	79	72
LITTLE OR NOT AT ALL	14	36	21	23	21	28
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	66	*	59	*	58	*
NEUTRAL	6	*	17	*	12	*
DISSATISFIED	28	*	24	*	30	*
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	72	*	80	*	57	*
NO, OR PROBABLY NO	14	*	14	*	11	*
PLAN TO RETIRE	14	*	6	*	32	*

\* Information not available

Finally, job satisfaction data for identified jobs are provided in Table 31. Generally, job satisfaction data are high for personnel across most identified jobs. Only the Self Help Controller Job, Scheduler Job, and Service Call Technician Job members express little interest in their jobs and feel less sense of accomplishment from their work than their counterparts. All jobs feel their training is utilized adequately.

### Summary

Overall, AFSC 3E6X1 members and 3E9X1 members appear to be less satisfied with their jobs than members of a comparative sample of direct support and command support lateral entry career ladder personnel. Furthermore, members of the AFSC 3E6X1 current sample appear nearly as satisfied with their jobs as AFSC 3E6X1 (formerly AFSC 555X0) personnel surveyed in 1988. The current first-assignment AFSC 3E6X1 respondents appear more satisfied with their jobs than those respondents surveyed in 1988. Current 3E9X1 members are as satisfied with their jobs as previous AFSC 3E9X1 (formerly AFSC 05XX/242X0). Job satisfaction data of specific career ladder jobs show most job members find their work to be interesting and feel their training is being properly used. Respondents in three jobs--the Self Help Controller Job, Scheduler Job, and Service Call Technician Job--expressed little interest in their jobs and feel less sense of accomplishment from their work than their counterparts.

### **IMPLICATIONS**

This survey was conducted primarily to provide training personnel with current information on the Readiness and Operations specialties for use in reviewing current training programs and training documents. Results indicate the current jobs were performed in the previous survey; however, several jobs were eliminated. AFSC 3E6X1 members with an SEI of 402 were recently converted to 3E9X1 to perform readiness management duties and responsibilities. The present classification structure, as described in AFMAN 36-2108 *Specialty Descriptions*, accurately portrays the jobs in this study.

Analysis of career ladder documents indicates that the 3E6X1 STS was unsupported by survey data in the areas of workforce management, analysis of workforce management, and WIMS. Analysis of the 3E6X1 POI revealed a high number of unsupported elements. Training personnel and SMEs should review these unsupported STS and POI items to determine if inclusion in future revisions is warranted. Analysis of the 3E9X1 STS was better supported by survey data, but training personnel and SMEs should also review the unsupported STS items.

TABLE 31

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	MAJCOM MGT JOB ST060	FACILITIES MGT JOB ST181	TRAINING JOB GP075	OPERATIONS PLANS & PROGRAMS JOB ST196	LOGISTICS JOB GP076	NCOIC & SUPERINTENDENT JOB GP077
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	82	100	63	79	75	74
SO-SO	15	0	20	16	10	15
DULL	5	0	17	5	15	11
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	80	91	77	95	78	81
LITTLE OR NOT AT ALL	20	9	23	5	22	19
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	72	73	83	89	77	81
LITTLE OR NOT AT ALL	18	27	17	11	23	19
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	66	82	28	74	58	52
NEUTRAL	16	0	5	10	15	13
DISSATISFIED	18	18	67	16	27	35
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	66	55	75	74	70	50
NO, OR PROBABLY NO	11	18	10	16	18	10
WILL RETIRE	23	27	15	10	12	40

TABLE 31 (CONTINUED)

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	FORMAL TRAINING & INSTRUCTION	READINESS LOGISTICS	PRIME BEEF CLUSTER	COMPUTER OPERATIONS	SELF HELP CONTROLLER	ZONAL OPERATIONS	JOB ST145
	INSTRUCTOR SUPERVISION CLUSTER	JOB ST341	JOB ST139	JOB ST064	JOB ST135		
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	81	83	81	82	0	55	
SO-SO	13	17	11	9	67	24	
DULL	6	0	9	9	33	21	
<u>PERCEIVED UTILIZATION OF TALENTS:</u>							
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	94	100	81	83	100	84	
	6	0	19	17	0	16	
<u>PERCEIVED UTILIZATION OF TRAINING:</u>							
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	81	100	67	70	50	67	
	19	0	33	30	50	33	
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>							
SATISFIED	69	83	70	78	50	55	
NEUTRAL	12	0	9	9	17	13	
DISSATISFIED	19	17	21	13	33	32	
<u>REENLISTMENT INTENTIONS:</u>							
YES, OR PROBABLY YES	81	83	63	61	66	64	
NO, OR PROBABLY NO	6	17	14	17	17	22	
WILL RETIRE	13	0	23	22	17	14	

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	SCHEDULER	JOB ST201	SERVICE CALL TECHNICIAN JOB ST120
<b>EXPRESSED JOB INTEREST:</b>			
INTERESTING	14	13	13
SO-SO	15	38	38
DULL	71	50	50
<b>PERCEIVED UTILIZATION OF TALENTS:</b>			
FAIRLY WELL TO PERFECTLY	50	38	38
LITTLE OR NOT AT ALL	50	62	62
<b>PERCEIVED UTILIZATION OF TRAINING:</b>			
FAIRLY WELL TO PERFECTLY	64	63	63
LITTLE OR NOT AT ALL	36	37	37
<b>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</b>			
SATISFIED	21	25	25
NEUTRAL	15	25	25
DISSATISFIED	64	50	50
<b>REENLISTMENT INTENTIONS:</b>			
YES, OR PROBABLY YES	64	38	38
NO, OR PROBABLY NO	29	37	37
WILL RETIRE	7	25	25

The findings of this OSR come directly from survey data collected from AFSC 3E6X1 and 3E9X1 personnel worldwide. These data are readily available to training and utilization personnel, functional managers, and other interested parties. Much of the data are compiled into extracts which are excellent tools in the decision making process. These data extracts should be used when training or utilization decisions are made.

**APPENDIX A**

**REPRESENTATIVE TASKS PERFORMED BY  
MEMBERS OF CAREER LADDER JOBS**

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**TABLE A1**  
**POD MAINTENANCE CLUSTER**  
**NUMBER OF MEMBERS: 163 ST149**

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F260 Inventory CTKs	94
F288 Perform soldering tasks	93
F296 Practice electrostatic discharge (ESD) procedures	90
F283 Perform periodic inspections of EW equipment	87
F340 Safety wire units	86
P979 Inspect ASE, ILSE, or SASE	85
F314 Remove or replace EW radomes	85
F276 Perform corrosion control on EW equipment	77
P1010 Troubleshoot ASE, ILSE, or SASE	77
P971 Clean and lubricate ASE, ILSE, or SASE	76
F300 Program EW systems	74
P983 Operationally check ASE, ILSE, or SASE	73
F341 Secure classified property	72
P998 Remove or replace ASE, ILSE, or SASE SRUs or components	72
F328 Remove or replace switches	72
P958 Align automatic support equipment (ASE), intermediate level support equipment (ILSE), or semiautomatic support equipment (SASE)	70
F239 Clean air filters	69
S1093 Create workcenter events	67
F319 Remove or replace minor hardware, such as light bulbs, screws, or knobs	67
F292 Perform visual inspections of antennas	66
S1080 Access automated maintenance data collection systems menus and data screens	64
F336 Research TO wiring or circuit diagrams	64
E223 Research federal logistic (FEDLOG) files for supply requisition data	63
F310 Remove or replace coaxial cables or connectors	63
F273 Pack or unpack equipment	63
F253 Inspect coaxial cables	62
F327 Remove or replace relays	61
E175 Coordinate with base supply on obtaining parts	60
F256 Inspect test bench mock-ups	60

TABLE A1

MAJCOM MANAGEMENT CLUSTER  
NUMBER OF MEMBERS: 44 GP074

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A42 Review unit administrative procedures, such as office file plans	91
E255 Write reports on SAVs	91
A35 Plan emergency war order (EWO) procedures	84
A6 Coordinate general office communications requirements with communications personnel	82
E257 Write trend analysis on SAVs	82
E253 Write minutes of briefings or conferences	75
B55 Conduct general meetings, such as staff meetings, briefings, conferences, and workshops	73
A8 Determine approval levels for direct schedules work job orders	68
A16 Develop organizational or functional charts	68
E252 Type correspondence, such as reports or records	68
C136 Review inspection reports	64
C138 Serve as augmentee for staff visits	64
E234 Initiate personnel action requests, such as AF Forms 2095 (Assignment/personnel Action)	62
C146 Write training reports	61
B56 Conduct staff assistance visits (SAVs)	57
B83 Orient newly assigned personnel	57
A7 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	53
B54 Compile data for staff studies	52
A18 Develop supplements or changes to directives or publications	50
C124 Evaluate work schedules	50
E254 Write papers, such as point, position, review, or talking papers	50
N574 Review local contingency plans or implementing instructions for consistency with OPLAN 355-1	48
B57 Coordinate DP resources with survival recovery center (SRC) members	45
C145 Write special reports, other than training reports	45

TABLE A2

FACILITIES MANAGEMENT JOB  
NUMBER OF MEMBERS: 11 ST181

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A21 Draft duty rosters	100
A35 Plan emergency war order (EWO) procedures	91
C117 Evaluate personnel for compliance with performance standards or office operating procedures	91
E253 Write minutes of briefings or conferences	91
A11 Determine or establish work priorities	82
A42 Review unit administrative procedures, such as office file plans	82
C98 Conduct in-house exercises to evaluate specialized team capabilities	82
C133 Perform safety and security inspections	82
C138 Serve as augmentee for staff visits	82
E230 Distribute planning board correspondence	82
E255 Write reports on SAVs	82
A8 Determine approval levels for direct scheduled work job orders	73
A12 Develop cost-reduction programs	73
A37 Plan safety and security programs	73
A45 Schedule maintenance of facilities	73
C110 Evaluate compliance with performance standards	73
C112 Evaluate DP programs for Air Force Reserve and Air National Guard	73
I354 Brief status of requested work to customers	73
I365 Coordinate self-help work materials requirements with customers	73
I366 Determine classification of work orders	73
I378 Maintain BCE job order logs	73
I385 Review delinquent DSW orders	73
K417 Coordinate shop work requirements with appropriate agencies	73
A44 Schedule inspections of facilities or equipment	64
A46 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	64
C116 Evaluate maintenance or utilization of equipment, tools, supplies, or workspace	64
I368 Determine types of DSW orders	64
K437 Review job stoppage reports	64

TABLE A3  
TRAINING JOB  
NUMBER OF MEMBERS: 60 GP075

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
D154	Conduct command post augmentee training	100
D201	Maintain training records, charts, graphs, aids, or files	92
D175	Coordinate formal training quotas with appropriate agencies	90
D200	Maintain training documents, such as attendance rosters	90
D212	Review training reports	90
D221	Validate training requirements	87
D202	Make entries on AF Forms 1098 (Special Task Certification and Recurring Training)	82
D157	Conduct DP representative training	80
D641	Perform user maintenance on ALAD	80
Q696	Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	80
A35	Plan emergency war order (EWO) procedures	78
D215	Schedule training facilities	78
D162	Conduct mobile training	75
A4	Conduct DP orientation programs	73
D156	Conduct disaster preparedness support team (DPST) training	70
D186	Direct EST programs	67
Q730	Operate NBCCCs during major accident responses	67
D211	Review lesson plans	65
D216	Schedule training sessions, other than EST	65
Q732	Operate tactical radios during major accident responses	65
D150	Assign Enlisted Specialty Training (EST) trainers	63
O626	Perform inspections or organizational maintenance on response kit trailers	63
D174	Coordinate DP training attendance with other agencies	62
R744	Activate specialized teams and obtain logistical support during natural disaster responses	62
D158	Conduct EST	60
D180	Develop master job qualification standards (JQSSs)	60
D152	Conduct camouflage, concealment, and deception (CCD) training	58
D194	Evaluate progress of trainees	58
S757	Assemble AM-2 matting for rapid runway repairs	58
D228	Write test questions	55
D210	Procure training aids or materials	53
D196	Evaluate training methods or techniques	52

TABLE A4  
OPERATIONS PLANS AND PROGRAMS JOB  
NUMBER OF MEMBERS: 19 ST196

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A40 Review duty rosters	100
N531 Coordinate existing protective shelter requirements with CE	100
N539 Coordinate operational report documents (ORDSs) with appropriate agencies	100
N557 Develop checklists for nonnuclear major accident response procedures	100
N558 Develop criteria for evaluating DP programs	100
A42 Review unit administrative procedures, such as office file plans	95
N556 Develop checklists for natural disaster response procedures	95
A16 Develop organizational or functional charts	95
A35 Plan emergency war order (EWO) procedures	89
A4 Conduct DP orientation programs	84
B54 Compile data for staff studies	84
C102 Determine corrective actions for in-house self-inspection discrepancies	84
D154 Conduct command post augmentee training	84
D158 Conduct EST	84
N575 Review missions needs statements	84
Q696 Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	84
Q699 Brief commander on contamination control requirements during major accident responses	84
A19 Develop work methods	79
N534 Coordinate issue of CWD equipment with appropriate agencies	79
N581 Write mission needs statements	79
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	79
Q732 Operate tactical radios during major accident responses	79
Q734 Participate as member of SRC during major accident or major natural responses	79
A18 Develop supplements or changes to directives or publications	74
M471 Coordinate mobility exercise or contingency requirements with appropriate agencies	74
C140 Solve problems resulting from SAV or inspections	68
E247 Maintain technical order publications	68
N564 Draft requests for radioactive materials permit	68
B64 Direct development of subordinate unit implementing procedures	63
E253 Write minutes of briefings or conferences	63

TABLE A5  
LOGISTICS JOB  
NUMBER OF MEMBERS: 60 GP076

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
D154	Conduct command post augmentee training	98
F268	Evaluate supply problems	95
O641	Perform user maintenance on ALAD	95
F286	Maintain serial numbered listings	93
F273	Issue equipment or supplies	92
F281	Maintain individual equipment unit (IEU) accounts	92
O626	Perform inspections or organizational maintenance on response kit trailers	92
F274	Log issue of equipment or supplies	90
F302	Research supply documents, such as TAs	90
G308	Analyze BEAMS in-service work plan (IWP) imbalances	90
F275	Log turn-ins of equipment or supplies	85
F276	Maintain base service store (BSS) accounts	85
O624	Perform inspections or organizational maintenance on public address systems	85
F303	Review automated cost-center recurring work lists	83
O601	Inspect portable vapor detectors	82
F270	Initiate quality control evaluation data forms	80
F294	Prepare documentation to turn in excess property	80
O619	Operationally check emergency power generators	80
O611	Maintain precision measurement equipment laboratory (PMEL) equipment calibration schedules	78
A8	Determine approval levels for direct scheduled work job orders	77
F265	Establish supply requirements	77
F299	Prepare urgency of need designator (UND) requirements	77
O612	Maintain TCPS	77
F269	Identify supply problems	75
F277	Maintain budget reports, such as D-11 reports	75
P663	Draft or write NBC reports during pre- or post-attack responses	75
A11	Determine or establish work priorities	72
F266	Evaluate equipment allowance or authorization changes	68
F285	Maintain property custody authorization/custody receipt listings (CA/CRLs)	67

TABLE A6

NCOIC AND SUPERINTENDENT JOB  
NUMBER OF MEMBERS: 20 GP077

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
Q730 Operate NBCCCs during major accident responses	97
Q696 Assist Department of Energy (DOE) personnel when a major accident response involves DOE resources	93
A16 Develop organizational or functional charts	92
Q699 Brief commander on contamination control requirements	92
S757 Assemble AM-2 matting for rapid runway repairs	90
A35 Plan emergency war order (EWO) procedures	89
D154 Conduct command post augmentee training	89
Q695 Activate mobile command post and assemble appropriate response kits for major accident responses	88
Q728 Notify appropriate agencies of support needed for environmental conditions during major accident responses	88
Q732 Operate tactical radios during major accident responses	88
R744 Activate specialized teams and obtain logistical support during natural disaster responses	88
Q734 Participate as member of SRC during major accident or major natural responses	87
E255 Write reports on SAVs	86
R756 Operate tactical, nontactical, or intrabase radios during natural disaster responses	86
B54 Compile data for staff studies	84
D16 Conduct resident course classroom training	82
Q704 Collect information for reports to survival recovery center (SRC) during major accident responses	82
N575 Review mission needs statements	81
N539 Coordinate operational report documents (ORDSs) with appropriate agencies	80
N557 Develop checklists for nonnuclear major accident response procedures	80
D158 Conduct EST	79
N581 Write mission needs statements	79
Q737 Perform major accident recovery operations	79
R745 Collect data for inputs to (TEMPEST) RAPID reports	78
A12 Develop cost-reduction programs	77
A19 Develop work methods	74

TABLE A7  
FORMAL TRAINING INSTRUCTION AND INSTRUCTOR SUPERVISION CLUSTER  
NUMBER OF MEMBERS: 16 ST090

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D212 Review training reports	100
D196 Evaluate training methods or techniques	94
D197 Implement training programs	94
D211 Review lesson plans	88
D221 Validate training requirements	88
E229 Administer safety programs, such as fire protection, explosive safety, or ground safety	88
E253 Write minutes of briefings or conferences	88
A42 Review unit administrative procedures, such as office file plans	81
D195 Evaluate training aids for suitability	81
E252 Type correspondence, such as reports or records	81
D153 Conduct chemical warfare defense (CWD) training	75
D194 Evaluate progress of trainees	75
D200 Maintain training documents, such as attendance rosters, memos, or ancillary training	75
D218 Select individuals for specialized training	75
D225 Write or draft responses to AF Forms 1284 (Training Quality Report (TQR))	75
D149 Analyze student critiques	69
D167 Conduct safety and security training	69
D614 Operate chemical agent monitor	69
D615 Operate M-8A1, automatic chemical agent vapor detector	69
D616 Operate M-90, automatic chemical agent detector	69
D183 Develop specialty training standards (STSs)	63
D186 Direct EST programs	63
D192 Evaluate instructor performance	63
D165 Conduct on-scene disaster control group (DCG) training	56

TABLE A8

READINESS LOGISTICS JOB  
NUMBER OF MEMBERS: 6 ST341

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F273 Issue equipment or supplies	100
F274 Log issue of equipment or supplies	100
F275 Log turn-ins of equipment or supplies	100
F284 Maintain organizational equipment and supply records	100
M498 Maintain data reference libraries	100
M502 Maintain mobility pallets or cargo nets	100
M503 Maintain mobility plans for Prime BEEF mobile teams	100
F265 Establish supply requirements	83
F270 Initiate quality control evaluation data forms	83
F276 Maintain base service store (BSS) accounts	83
F281 Maintain individual equipment unit (IEU) accounts	83
E239 Maintain forms distribution	67
F266 Evaluate equipment allowance or authorization changes	67
F286 Maintain serial numbered listings	67
F295 Prepare letters of funds availability	67
M511 Schedule immunizations for readiness and contingency teams	67
S770 Lay AM-2 matting for aircraft parking revetments	67
F290 Perform file maintenance on work order master (WCM) files or work order shop (WCN) files	50
M497 Maintain contingency tool kits	50

TABLE A9  
PRIME BEEF CLUSTER  
NUMBER OF MEMBERS: 57 ST139

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
M509	Maintain unit representative (UNITREP) report files	96
M475	Coordinate with host-base Civil Engineering (CE) agencies on support for deployed units	90
F262	Develop equipment documents, such as local or high-level equipment documents	88
M467	Conduct mobility exercise or deployment site surveys	88
M488	Initiate documentation for movement of hazardous cargo or freight shipments	88
M515	Write UNITREP reports	86
C120	Evaluate procedures for inspection, inventory, or storage of property items	83
M487	Identify personnel or equipment requirements for deployments or mobility operations	81
M472	Coordinate mobility requirements resources (MRRs) roster with military personnel flight (MPF)	79
A35	Plan emergency war order (EWO) procedures	77
D215	Schedule training facilities	77
M473	Coordinate recovery plans with appropriate agencies	77
M470	Coordinate disaster plans with appropriate agencies	74
M483	Establish data reference libraries	74
M486	Identify contingency short-falls	72
M502	Maintain mobility pallets or cargo nets	72
M464	Analyze DP part of mobility exercise or deployment after-action reports	70
M505	Maintain Prime BEEF analyses or status report.data	70
M508	Maintain SORTS files	70
E237	Maintain disaster response grid maps	68
M512	Schedule training for continental United States (CONUS) sustaining force (CSF) members	68
D164	Conduct nuclear, biological, chemical (NBC) cell training	67
D201	Maintain training records, chars, graphs, aids, or files	67
B68	Direct scheduling or service call operations	65
C136	Review inspection reports	60
M506	Maintain Prime BEEF management files	56

TABLE A10

COMPUTER OPERATIONS JOB  
NUMBER OF MEMBERS: 23 ST064

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H336 Cancel WIMS work orders	96
H344 Input actual hours and deviations on WIMS weekly work schedules	91
H352 Perform WIMS backup and restore functions	83
H353 Prepare WIMS 327, Base Civil Engineer Work Order	83
H358 Write WIMS DSW job orders	78
H339 Develop WIMS software programs	70
H334 Analyze WIMS in-service work plan imbalances	65
H351 Perform minor maintenance on WIMS printers	65
I360 Assign control numbers to work requests, such as work orders and job orders	65
F259 Complete accident or incident report forms	61
H355 Review WIMS 327, Base Civil Engineer Work Order	61
H340 Distribute WIMS products	57
H341 Draft WIMS daily or weekly work schedules	57
G308 Analyze BEAMS in-service work plan (IWP) imbalances	43

TABLE A11  
SELF HELP CONTROLLER JOB  
NUMBER OF MEMBERS: 6 ST135

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H337 Close out WIMS work orders	100
H338 Develop WIMS management reports	100
I361 Assign cost-account codes to work orders	100
I362 Assign work requirements to cost centers	100
I365 Coordinate self-help work materials requirements with customers	100
I366 Determine classification of work orders	100
I367 Determine legality of Base Civil Engineering (BCE) performing requested work	100
F273 Issue equipment or supplies	83
F274 Log issue of equipment or supplies	83
H354 Review WIMS hardware maintenance contracts	83
I385 Review delinquent DSW orders	83
I387 Schedule start dates for DSW orders	83
F275 Log turn-ins of equipment or supplies	67
F276 Maintain base service store (BSS) accounts	67
F281 Maintain individual equipment unit (IEU) accounts	67
H356 Update WIMS daily time records or work schedules	67
I364 Brief status of requested work to customers	67
S769 Fire weapons, such as .9-MM pistols or M-16 rifles	67
F266 Evaluate equipment allowance or authorization changes	50
F270 Initiate quality control evaluation data forms	50
H359 Write WIMS management reports	50
I369 Downgrade DSW orders	50
K440 Schedule equipment maintenance	50

TABLE A12  
**ZONAL OPERATIONS JOB**  
 NUMBER OF MEMBERS: 168 ST145

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
I365	Coordinate self-help work materials requirements with customers	95
I361	Assign cost-account codes to work orders	93
H337	Close out WIMS work orders	90
H338	Develop WIMS management reports	90
I362	Assign work requirements to cost centers	90
I364	Brief status of requested work to customers	89
I385	Review delinquent DSW orders	89
I387	Schedule start dates for DSW orders	89
I367	Determine legality of Base Civil Engineering (BCE) performing requested work	88
I369	Downgrade DSW orders	88
I370	Draft CWON lists	84
H359	Write WIMS management reports	83
I386	Review work requests for adequacy, justification, and validity	80
I363	Brief customers on work requirements	79
K413	Consolidate work requirements by facilities or workcenters	77
I384	Research status of requested work	76
I368	Determine types of DSW orders	74
K426	Examine work orders for recurring work program inputs	74
J394	Coordinate contingencies or emergencies with appropriate agencies	73
I377	Identify work for contracts	72
I372	Establish start dates for zone maintenance DSW	71
J396	Determine currency of base maps, other than base utility maps	71
I391	Write work orders, other than BEAMS or WIMS work orders	70

TABLE A13  
**SCHEDULER JOB**  
 NUMBER OF MEMBERS: 14 ST201

<u>REPRESENTATIVE TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I361 Assign cost-account codes to work orders	100
H359 Write WIMS management reports	93
I365 Coordinate self-help work materials requirements with customers	86
I369 Downgrade DSW orders	86
I370 Draft CWON lists	86
H345 Maintain WIMS completed job order tape files for direct schedule work (DSW)	79
H357 Verify integrity of WIMS database, such as after downtimes or modifications	79
I362 Assign work requirements to cost centers	79
I384 Research status of requested work	71
H338 Develop WIMS management reports	64
H347 Maintain WIMS DSW job order directory	64
H337 Close out WIMS work orders	57
I367 Determine legality of Base Civil Engineering (BCE) performing requested work	57
I385 Review delinquent DSW orders	57
K430 Input weekly or monthly labor estimates into computer systems	57
H342 Draft WIMS maintenance action sheets (MASS)	50
J399 Inspect BCE vehicles, before operator use	50
I386 Review work requests for adequacy, justification, and validity	43
J394 Coordinate contingencies or emergencies with appropriate agencies	43
A12 Develop cost-reduction programs	36
H348 Maintain WIMS work order directory	36

TABLE A14  
SERVICE CALL TECHNICIAN JOB  
NUMBER OF MEMBERS: 8 ST120

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
J399	Inspect BCE vehicles before operator use	100
I370	Draft CWON lists	88
I384	Research status of requested work	88
I385	Review delinquent DSW orders	88
I361	Assign cost account codes to work orders	75
I365	Coordinate self-help work materials requirements with customers	75
J396	Determine currency of base maps, other than base utility maps	75
I369	Downgrade DSW orders	63
I372	Establish start dates for zone maintenance DSW	63
J394	Coordinate contingencies or emergencies with appropriate agencies	63
K430	Input weekly or monthly labor estimates into computer systems	63
I367	Determine legality of Base Civil Engineering (BCE) performing requested work	50
B69	Direct workforce management analysis or branch operations	38
H337	Close out WIMS work orders	38
I364	Brief status of requested work to customers	38
J402	Maintain base recovery checklists	38
H338	Develop WIMS management reports	25
I363	Brief customers on work requirements	25
I377	Identify work for contracts	25
I386	Review work requests for adequacy, justification, and validity	25
J395	Determine category of service calls	25

## **APPENDIX B**

**SAMPLE OF 3E6X1 POI ELEMENTS  
NOT SUPPORTED BY SURVEY DATA  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

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SAMPLE OF 3E6X1 POI ELEMENTS NOT SUPPORTED BY SURVEY DATA  
 (LESS THAN 20 PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	TNG EMP	ATI	1ST JOB	1ST ASN	TSK DIFF
I.9b. Given information from AFPM 10-219, sequence and track construction to accomplish force beddown with no more than 2 errors.					
S757 Assemble AM-2 matting for rapid runway repairs	3.61 ****	11	17	4.81	
S759 Assemble folding fiberglass mats (FFMs)	3.63 ****	3	8	4.55	
S760 Construct concrete slab runway repairs	1.84 7 ****	8	1	5.35	
S761 Construct fiberglass reinforced polyurethane (FRP) runway repairs	1.95 ****	3	8	4.68	
S762 Construct field fortifications	2.74 7 ****	0	4	5.09	
S763 Disperse CCD equipment	2.32 ****	5	8	4.36	
S764 Erect B-1 republi steel revetments	1.79 ****	3	4	5.01	
S765 Erect bare base structures	2.74 ****	0	8	5.09	
S766 Erect camouflage netting	3.74 ****	8	13	3.89	
S768 Erect tents	4.05 ****	0	0	3.66	
S771 Lay AM-2 matting for surface, other than runways or aircraft parking	2.97 7 ****	11	13	4.15	
S772 Load plan aircraft for deployments	1.58 ****	11	0	6.07	
S773 Operate FFM assembly support kits	0.79 ****	3	13	5.23	
S774 Operate forklifts during contingency exercises or operations	2.53 ****	0	4	4.02	
S775 Operate tent heaters	2.58 ****	13	13	3.48	
S776 Pack or palletize contingency equipment	2.71 ****	16	8	4.78	
S778 Participate in base denial techniques	3.42 ****	16	17	4.52	
S779 Participate in COMSECB or OPSEC training during contingency exercises or operations	4.16 ****	8	13	3.82	
S782 Perform camp cantonment construction techniques	2.26 ****	5	8	4.85	
S783 Perform cover and concealment techniques for work party security	3.03 ****	8	13	4.10	
S784 Perform damage assessments	3.11 ****	13	13	4.88	
S785 Perform decontamination procedures for chemical warfare agents	3.47 ****	11	17	4.89	
S786 Perform disease and pestilence countermeasures	2.97 ****	16	13	4.58	
S787 Perform individual movement techniques for work party security	2.97 ****	5	4	4.05	
S791 Perform shelter team manager or member duties	2.26 ****	3	0	4.07	
S792 Perform small crater crushed stone repairs	1.50 ****	5	4	4.46	
S793 Perform small silikal repairs	1.13 ****	3	4	4.79	

**SAMPLE OF 3E6X1 POI ELEMENTS NOT SUPPORTED BY SURVEY DATA (CONTINUED)**  
**(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>	<u>TNG EMP</u>	<u>ATI</u>	<u>1ST JOB</u>	<u>1ST ASN</u>	<u>TSK DIFF</u>
I.9b. Given information from AFPAM 10-219, sequence and track construction to accomplish force beddown with no more than 2 errors (Continued).					
S794 Plot damage assessments	5.16	****	3	0	4.73
S796 Ready sites at deployed locations, such as cutting grass or removing snow	1.18	****	16	17	3.76
S797 Screen classified materials	2.53	****	0	13	4.61
S798 Tear down bare base structures	2.61	****	3	8	4.27
S799 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles and .9-MM pistols	4.84	****	13	17	4.20
I.I1b. Given AF Form 1879, AF Form 637, and appropriate information, prepare and process DSW orders with no more than 2 errors.					
H358 Write WIMS DSW job orders	5.63	****	11	4	3.48
I380 Maintain completed DSW order files	4.97	****	16	4	3.03
I383 Process DSW orders	5.71	****	13	8	3.73
I390 Upgrade DSW orders	5.32	****	13	8	3.34
J411 Track emergency work requirements	6.03	****	16	17	3.34
I.I1c. Given information and a computer, establish a Direct Scheduled Work order with no errors.					
K429 Upgrade DSW orders	5.32	****	13	8	3.34
K429 Input labor man-hours into computer systems	5.82	9	16	13	3.36
K432 Maintain IWP <sub>s</sub>	4.16	11	13	17	5.44
K433 Maintain manual DSW job order or work files	4.13	****	16	13	4.22
I.I2a. Given an AF Form 332 and required information, prepare and process a written request to accurately reflect method of accomplishment with 70 percent accuracy.					
K422 Draft base-wide announcement for utility outages or traffic flow interruptions	2.95	****	0	4	4.43

SAMPLE OF 3E6X1 POI ELEMENTS NOT SUPPORTED BY SURVEY DATA (CONTINUED)  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	TNG EMP	ATI	1ST JOB	1ST ASN	TSK DIFF
<b>II.3c. Given AF Form 327 and AF Form 1081, prepare and process work orders with no more than 2 errors.</b>					
H336 Cancel WIMS work orders	4.79 ****		8	13	3.02
H353 Prepare WIMS 327, Base Civil Engineer Work Order	5.34 ****		13	8	4.08
H355 Review WIMS 327, Base Civil Engineer Work Order	4.89 ****		5	4	3.73
I375 Identify real property capitalization requirements	4.95 11		16	13	4.82
I382 Process change orders for work orders	5.45 11		18	13	4.66
K424 Establish work order start or completion dates	3.92 ****	0	0	0	5.03
<b>II.3d. Given computer and required information, establish and maintain work orders with no errors.</b>					
I390 Upgrade DSW orders	5.32 ****		13	8	3.34
K429 Input labor man-hours into computer systems	5.82 9		16	13	3.36
K432 Maintain IWP's	4.16 11		13	17	5.44
K433 Maintain manual DSW job order or work files	4.13 ****		16	13	4.22
<b>II.5b. Given computer and required information, research files and develop status reports for work orders direct scheduled work with no errors.</b>					
I392 Write work status reports	4.45 ****		11	4	5.35
<b>III.1a. Given AF Form 919 and scheduling data, complete an Interservice Work Plan with 70 percent accuracy.</b>					
K423 Draft or write IWP's, other than BEAMS or WIIMS	2.18 ****		3	4	6.11
<b>III.1b. Given scheduling information and computer, input and maintain Interservice Work Plan with no errors.</b>					
I390 Upgrade DSW orders	5.32 ****		13	8	3.34
K420 Develop daily or weekly manual work schedules	4.05 ****		16	4	4.72
K429 Input labor man-hours into computer systems	5.82 9		16	13	3.36

SAMPLE OF 3E6X1 POI ELEMENTS NOT SUPPORTED BY SURVEY DATA (CONTINUED)  
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>TNG EMP</u>	<u>ATI</u>	<u>1ST JOB</u>	<u>1ST ASN</u>	<u>TSK DIFF</u>
K432    Maintain IWPs	4.16	11	13	17	5.44
K433    Maintain manual DSW job order or work files	4.13	****	16	13	4.22
L446    Analyze manpower, man-hour standards, or work plans	1.32	****	3	8	6.42
<hr/>					
III.1b. Given scheduling information and computer, input and maintain Interservice Work Plan with no errors (Continued).					
K420    Develop daily or weekly manual work schedules	4.05	****	16	4	4.72
<hr/>					
III.1c. Given AF Form 561 and information, prepare and maintain weekly work schedule with 70 percent accuracy.					
K420    Develop daily or weekly manual work schedules	4.05	****	16	4	4.72
<hr/>					
III.1d. Given scheduling information and computer, input and maintain Weekly Work Schedule with no errors.					
I390    Upgrade DSW orders	5.32	****	13	8	3.34
0420    Develop daily or weekly manual work schedules	4.05	****	16	4	4.72
K429    Input labor man-hours into computer systems	5.82	9	16	13	3.36
K432    Maintain IWPs	4.16	11	13	17	5.44
K433    Maintain manual DSW job order or work files	4.13	****	16	13	4.22
L446    Analyze manpower, man-hour standards, or work plans	1.32	****	3	8	6.42
<hr/>					
III.1e. Given AF Form 1734 and scheduling data, complete Daily Work Schedule to 70 percent accuracy.					
H346    Maintain WIMS daily work schedules	5.87	****	11	0	3.55
K420    Develop daily or weekly manual work schedules	4.05	****	16	4	4.72
K427    Identify carryover work	4.95	***	11	8	3.75
K441    Schedule initial release of DSW job orders or work orders	3.71	****	3	4	4.16
K442    Track flow of work	5.16	9	11	8	3.97

**SAMPLE OF 3E6X1 POI ELEMENTS NOT SUPPORTED BY SURVEY DATA (CONTINUED)**  
**(LESS THAN 20 PERCENT MEMBERS PERFORMING)**

<b>TASKS</b>	<b>TNG EMP</b>	<b>ATI</b>	<b>1ST JOB</b>	<b>1ST ASN</b>	<b>TSK DIFF</b>
<hr/>					
IV.3a. Given a sample CE work request and a scenario, plan work and order the required materials with at least 70 percent accuracy.					
K419 Coordinate work plans with appropriate agencies	3.82	****	11	8	4.79
K438 Review or determine impact of material delivery date	3.95	11	11	13	4.53
<hr/>					
IV.7c. Identify a means of correcting problem areas found during analysis with no more than 3 errors.					
K436 Review facility files	4.53	****	16	17	3.62
L445 Analyze maintenance trends for equipment or facilities	1.18	2	5	17	6.05
L450 Develop work load factors for manpower requirements	0.55	****	0	4	6.71
L453 Evaluate deviations from standards	1.26	****	0	4	5.71
L456 Perform cost-analytical studies	0.42	****	3	0	6.82